



Procedure: Outside Aid Form

1. The Outside Aid Form can be copied or picked up from the Compliance Office.
2. The Student-Athlete must complete 'Part I' of the Outside Aid Form. Once 'Part I' is complete, the Student-Athlete must sign and date the form and submit it to the Authorized Representative of the Awarding Agency.
3. The Authorized Representative of the Awarding Agency must complete the remainder of the form. Requested information includes:
 - Award Criteria
 - Program Background
 - Purpose of Award
 - Basis for the Award
 - Disbursement
 - Period of Award
4. The Authorized Representative of the Awarding Agency must complete each section of the form in its entirety. **Incomplete forms will not be accepted.**
5. Once the Authorized Representative of the Awarding Agency has completed the form, he/she must provide the contact information requested on the final page of the form.
6. The Authorized Representative of the Awarding Agency will submit the form to the Compliance Office for review. **The form must be submitted within 12 days of completion.**
7. The Compliance Office will review the form for completeness and will determine whether the award is permissible under NCAA rules.
8. If the award is permissible, the Compliance Office will forward the necessary award information to the Tulane University Financial Aid Office.
9. The Compliance Office will keep a copy of this form in the Student-Athlete's file.



Outside Aid Form

Part I. To be completed by the student-athlete.

Name of Student-Athlete (Please Print)

Social Security Number

Sport

NCAA legislation requires that all student-athletes report any form of financial assistance other than that contained in their institutionally approved financial aid package or that is provided by parent(s) or legal guardian(s). Examples of outside financial aid include: National Merit Scholarship, High School Booster Club Scholarship, or Coca-Cola Scholarship.

Please check one:

- I received this grant prior to initial enrollment at Tulane, but the awarding agency has provided Tulane's financial aid office with written notification of the award. (Bylaw 15.2.6)
I received this grant prior to initial enrollment at Tulane. I will have the awarding agency provide Tulane's Financial Aid Office with written notification of the award-- address included on the reverse side.

Student-Athlete Signature

Date

Part II. To be completed by a member of the awarding agency's selection committee. Please send this form to the Compliance Office once it is complete.

Award Criteria: Please answer the following questions regarding the award and selection criteria if applicable to this student-athlete.

Name of Award: Awarding Agency:

Total Amount of Award: \$

List all criteria used in the selection process or attach a list to this form:

Did the applicant have to be involved in athletics to be considered for this award? (Please circle response) YES NO

Program Background: Please describe the scholarship program by answering the following questions: (Please circle one response for each question)

- 1. Is this an established and continuing scholarship program formed to recognize outstanding high school graduates? YES NO
2. Is this awarding individual or organization of this scholarship a booster of Tulane? YES NO
3. Is the awarding agency an outside sports team or organization that conducts a competitive sports program? YES NO
4. Is the recipient eligible to receive this aid if enrolled at an institution other than Tulane? YES NO
5. Is the recipient restricted to a Louisiana school? (N/A for out-state students) YES NO

Purpose of Award: Please check the statement that best indicates the purpose of the award.

- The award was made with the understanding that it was earmarked for educational expenses or considered to have educational purposes.
The award was not earmarked for educational expenses and was presented to the recipient for use for pre-college expenses and/or his/her own personal use.



Basis for the Award: Please check the statement that best indicates the importance given to the recipient's athletic ability and athletic participation in the selection process.

- The award was made on the basis of the recipient's past performance and overall record, as measured by established criteria of **which athletic participation was a major criterion.***
- The award was made on the basis of the recipient's past performance and overall record, as measured by established criteria of **which athletic participation was not a major criterion.***
- The award had **no relationship to athletic ability.**

* If athletic participation was a part of the criteria utilized for selection to receive this award, was the recipient required to be a member of a sports team to qualify for the award? (Please circle one) YES NO

Disbursement: Once the student matriculates at Tulane, NCAA rules and regulations require that the award funds be disbursed through **Tulane's Financial Aid Office, New Orleans, LA 70018—Care of Robyn Kiper.**

How and when did/will the agency transfer the funds?

- By check to the recipient at the time the award was presented.
- By check at the beginning of the academic year sent to the University.
- By check at the beginning of the academic year sent directly to the recipient.
- By check at the beginning of each term and sent to the University.
- By check at the beginning of each term and sent directly to the recipient.
- Other (Please explain): _____

Period of Award: _____ / _____ / _____ to _____ / _____ / _____
Mo Day Year Mo Day Year

Will the scholarship be reissued to this recipient in subsequent years? (Please circle one) YES NO

Name of Contact Person/Person Completing Form (Please Print) Title

Institution, Agency, or Funding Organization Telephone

Street Address City State Zip

Signature Date

Please mail or fax the completed form within 12 days to:

**Compliance Office
Tulane University
James W. Wilson Center
New Orleans, LA 70018**

Phone: (504) 314-7210 Fax: (504) 865-5512