



## Procedure: Free or Reduced Admission Roster

Tulane University will employ the following procedure regarding completion of the Free or Reduced Admission Roster.

1. The Camp Director is required to complete a Free or Reduced Admission Roster for each camp separately.
2. At the top of the form list the name of the camp/clinic and the date(s) of the camp/clinic.
3. The Camp Director must list each camper that is admitted into the camp/clinic free or at a reduced price.
4. If the camper is not paying to participate in your camp, place a “✓” in the “Free” column.
5. If the camper is paying a reduced rate, place a “✓” in the “Reduced Admission” column.
6. If you are conducting more than one (1) session for the particular camp, list the session in which the camper will participate.
7. If the camper is attending the camp for free, list in the “Fee Explanation” column “FREE” and the reason for non-payment (e.g., child of an athletic department employee, etc.)
8. If the camper is attending the camp for at a reduced rate, list in the “Fee Explanation” column the reason for the discount camp (e.g., Group discount, child of an athletic department employee, etc.) and the amount of the discount (e.g., \$5, 30% etc.).
9. Turn this form into the Compliance Office no later than the first day of the camp.
10. The Compliance Office will review the form. The Camp Director will be notified of any discrepancies.

The Free or Reduced Admission Roster will be kept on file in the Compliance Office.

**Submit the Free or Reduced Admission Roster to the Compliance Office prior to the start of the camp for review.**

