



Procedure for Financial Aid Contract Renewals

1. The Office of Compliance Services (OCS) provides each Head Coach or Director of Operations with a financial aid contract worksheet.
2. The worksheet is completed by a coaching staff member from each team and submitted to the OCS. The worksheet must be signed by the head coach, sport administrator and athletic director.

*** It is mandatory that all worksheets be completed by Friday April 17, 2015. Please reach out if you are unable to make this deadline.**

3. The OCS will review the worksheets and provide them to Office of Financial Aid (OFA) to generate the Financial Aid Agreement (FAA) forms for each sport. The OFA will cross-check the worksheets against the team limits permissible for each sport. The OFA will return 3 blank contracts to the OCS.
4. The OCS will provide the FAA forms to a designee from each sport program. That sport designee will be responsible for reviewing the FAA forms for accuracy, obtaining the student-athletes signatures, conducting a meeting with each reduced/cancelled SA, and returning two original FAA forms to the OCS by the stated deadline.
5. The OCS asks that you return these signed FAA forms by **Monday May 11th**. Any unsigned contracts will be held until June 1st in the OCS. Any remaining unsigned contracts by June 15th will be mailed by the Office of Financial Aid to the student-athlete's permanent home address prior to the July 1st deadline.