After head coaches turn a Grant-in-Aid request for a continuing student-athlete into Compliance, a grant-in-aid is prepared. After obtaining all the necessary signatures, the GIA is sent to the student-athlete for his or her signature. When the Compliance office receives it back, it is filed in the SA’s file and forwarded to the Scholarships Office. After the beginning of year meeting, Compliance ensures all student-athletes and their eligibility information are listed in CAi. The Scholarships Office enters then enters all scholarships in a database called CAi, which was created by the NCAA to assist institutions with roster management. Each student’s account is checked and double checked to ensure all scholarships are appropriately listed. A squad list is prepared, signed and sent to the conference office.

TEAM LIMITS

**Freshman Academic Scholarships are not countable towards team limits, provided:**
- The SA is in the top 10% of graduating class, has a 3.5 GPA, OR a 1200 SAT (105 ACT)

**Continuing Academic Scholarships are not countable towards team provided:**
- 3.0 GPA AND the SA meets all PTD requirements

**Transfer Academic Aid is not countable towards team limits, provided:**
- 3.0 transferable GPA as verified by admissions/international affairs

If a student was not recruited and receives a scholarship unrelated to athletics ability, he or she will be considered a “noncounter” in head count sports.

INDIVIDUAL LIMITS

A “full athletics scholarship” means that the institution pays for all the student’s classes, mandatory fees, room and board, and provides required books. If the student lives on campus, his or her housing bill is paid and the student receives a check for board. If he or she lives off campus, he or she receives a check for slightly more that covers both room and board.
VOLUNTARY WITHDRAWAL
Have the student-athlete fill out the voluntary withdrawal form. Turn the form into Compliance. Head Coach and Sport Administrator decide whether to cancel the student’s aid immediately or to allow the student to keep the aid for the semester (or academic year). Compliance sends the form to the Scholarships office and files the form in the student’s file. The Scholarships Office sends an aid cancellation to the student with the appropriate effective date.

REMOVAL FROM ROSTER
Head Coach and Sport Administrator fill out the removal from roster/change in athletics aid form.
Permissible reasons to cancel/reduce aid: SA renders himself or herself ineligible (academically or otherwise), fraudulent misrepresentation on an application, letter of intent, or financial aid agreement (including failure to report), serious misconduct warranting substantial disciplinary penalty.

MID YEAR AID
Aid must be issued for a one-year period unless the student enrolls mid year, is in his or final semester, he or she graduated and will exhaust eligibility during the following fall term, is an eligibility exhausted/medical noncounter, OR if the student has never received athletics aid before and has been enrolled at that institution for more than one academic term.

INCREASES IN AID
Increases in financial aid are permissible prior to the commencement of the period of the award. Once the period of the award begins, aid may only be increased if the institution can demonstrate that the increase is unrelated to athletics in any way.