SECTION 4 - ELIGIBILITY
(Bylaw 14)
FRESHMAN PROSPECTIVE
STUDENT-ATHLETES PROCEDURE

Purpose: To certify incoming student-athletes according to Florida International University policy and NCAA rules and regulations.

NCAA Bylaw: 14.3 (Freshman Academic Requirements)

Responsibility: Athletics Compliance Office (ACO)
FIU Office of Undergraduate Admissions
Head Coaches

Procedure:

What the NCAA Eligibility Center needs from the Prospective Student-Athlete (PSA):
Prior to signing an National Letter of Intent (NLI) with FIU, or FIU Financial Aid Agreement:
1. The PSA shall register with the NCAA Eligibility Center (EC) if they have not already done so.
2. Once registered with the EC, the PSA shall submit official transcripts (showing grades to date) from each high-school attended, and ALL official test scores (SAT & ACT) to the EC. The EC code is 9999 for any additional future tests. On ACT score request forms, PSA must list the date of each time they have taken the test.
3. The PSA shall complete the EC amateurism information.
4. The PSA must notify their high-school to send a final high-school transcript, with proof of graduation, to the EC immediately upon graduation. The transcript must show date of graduation, be signed by the proper high-school official, and be sent directly from the high-school to the EC, even if the PSA was an early academic qualifier.
5. Determination of collegiate athletics eligibility cannot be rendered until all the documents are received.

What FIU Undergraduate Admissions needs from the Prospective Student-Athlete (PSA):
Within 30 days of signing an National Letter of Intent (NLI) with FIU, or FIU Financial Aid Agreement:
1. The PSA shall submit an application for admission to the FIU Office of Undergraduate Admissions Services, along with the application fee. The fee must accompany the application.
2. The PSA shall also submit an official or unofficial transcript (showing grades to date) from each high-school attended, and ALL official or unofficial test scores (ACT or SAT) to the Office of Undergraduate Admissions. Determination of admission cannot be considered until these documents are received.
3. The PSA notifies ACT or SAT to send all of their test scores to the Office of Undergraduate Admissions.
4. The PSA must notify their high-school to send a final high-school transcript, with proof of graduation, to the FIU Office of Undergraduate Admissions immediately upon graduation. The transcript must show date of graduation, be signed by the proper high-school official, and be sent directly from the high-school to the EC.
5. Upon admission, the PSA will receive a letter and registration material for attendance at a required orientation session. The information should be completed and returned to that office, immediately.

This process, other than the timing requirement as it relates to the NLI or financial aid agreement, is the same process that all student follow when applying to FIU.

For the ACO and SAAC procedures see Eligibility Certification - Freshmen.
TRANSFER PROSPECTIVE
STUDENT-ATHLETES PROCEDURE

Purpose: To certify incoming transfer student-athletes according to FIU policy and NCAA rules and regulations.

NCAA Bylaw: 14.5 (Transfer Regulations)

Responsibility: Athletics Compliance Office (ACO)
FIU Office of Undergraduate Admissions

Procedure:

What the ACO needs from a transfer prospective student-athlete (PSA) prior to an official visit:

1. If coming from a 4-year college, written permission to FIU to contact the PSA must be on file;
2. If coming from a 2-year college, verification that the PSA is a NCAA qualifier if the official visit is to take place during the first year in the JC, if not the visit cannot take place until the second year at the JC; and
3. All transcripts containing collegiate course work, including a copy of the current class schedule if appropriate.

What FIU Undergraduate Admissions needs from the transfer prospective student-athlete (PSA) prior to of signing an National Letter of Intent (NLI) with FIU (for a Junior College transfer only) or FIU Financial Aid Agreement:

1. The transfer prospective student-athlete (PSA) shall submit an application for admission to the FIU Office of Undergraduate Admissions Services, along with the application fee. The fee must accompany the application. The deadline for transfer applications is three (3) weeks prior to the term in which you plan to enroll.
2. The PSA shall also submit an official transcript (showing grades to date) directly from each collegiate institutions attended, to the Office of Undergraduate Admissions. Determination of admission cannot be considered until these documents are received.
3. If the PSA has attended multiple collegiate institutions, the PSA must request transcripts to be sent directly to the FIU Office of Undergraduate Admissions from all other collegiate institutions.
4. The PSA can be admitted with one term of work in progress. It is not necessary to wait until the end of their final school term to submit transcripts.
5. The PSA must direct their current collegiate institution to send a final transcript, directly to the FIU Office of Undergraduate Admissions. If the PSA is attending a Junior College, and graduation is required for athletics eligibility purposes, the transcript must show date of graduation and be signed by the proper high-school official.
6. If PSA received less than 60 semester hours or 90 quarter hours, upon leaving the current institution, the PSA will also need to submit official transcript(s) from all high-schools attended, and official copies of all ACT or SAT scores to the FIU Office of Undergraduate Admissions.
7. If the PSA registered with the NCAA Eligibility Center (EC) prior to their enrollment at a collegiate institution, FIU Athletics Compliance Office (ACO) will need their Eligibility Center ID # in order to indicate whether you were initially certified. If they never registered with the Eligibility Center, they will need to do so.
8. Upon admission, the PSA will receive a letter and registration material for attendance at a required orientation session. The information should be completed and returned to that office, immediately.

For the ACO and SAAC procedures see Eligibility Certification - Transfers.
FRESHMEN ACADEMIC TRANSCRIPT EVALUATION PROCEDURE

Purpose: To inform coaches and prospective student-athletes with regard to their NCAA Eligibility Center Status and FIU Admissions Status.

NCAA Legislation: NCAA Bylaw 14.3

Responsibility: Athletics Compliance Office (ACO)
Office of Admissions
Coaches
Prospective Student-Athletes
High Schools/Junior Colleges

Procedure:

What ACO and SAAC needs to academically evaluate a freshman Prospective Student-Athlete (PSA):

1. The coaches may submit transcripts (official or unofficial) to the Athletics Compliance Office (ACO) anytime throughout the year for evaluation purposes showing at least 6 semesters of high-school work.
2. The ACO shall complete the preliminary, unofficial evaluation within 1-2 days and input to JumpForward.
3. The original copy of the transcript and the top copy of the preliminary, unofficial transcript evaluation are stapled together and filed in the office of the ACO.
4. Coach can review a copy of the transcript in JumpForward.
5. The ACO will provide the SAAC with an electronic copy of the ACO unofficial, preliminary transcript evaluation and the unofficial transcript, if the prospective student-athlete signs a National Letter of Intent with FIU, or FIU Financial Aid Agreement.

For Transfer PSA Academic Transcript Evaluation - see next section.
TRANSFER ACADEMIC TRANSCRIPT EVALUATION PROCEDURE

Purpose: To determine a transfer student-athlete’s academic eligibility status, regarding percentage-of-degree requirements to be immediately eligible for competition, prior to enrollment at FIU.

Bylaw: 14.1.8.1 Requirement for Practice  
14.4.3 Eligibility for Competition  
14.5 Transfer Regulations  
13.1.1.3 Written Permissions – 4 yr. College PSA

Responsibility: Athletics Compliance Office (ACO)  
SAAC Sport Academic Coordinator  
FIU Transfer and Transition Services

Procedures:
Transfer evaluations completed by Student-Athlete Academic Center (SAAC) AND FIU Transfer/Transition Services, are only UNOFFICIAL reviews to determine if the prospective student-athlete (PSA) meets the required percentage-of-degree at FIU to be eligible for competition. **Per FIU policy, an OFFICIAL evaluation cannot be completed until a student matriculates (i.e. is admitted and pays the tuition deposit), and ALL official, final transcripts are posted to the PantherSoft system.** We STRONGLY encourage ALL signees, or preferred walk-ons, to apply for admission as soon as possible in the recruiting process, or at the latest within 10 days of signing an National Letter of Intent (NLI).

What ACO and SAAC needs to academically evaluate a Transfer Prospective Student-Athlete (PSA):

1. Coach must request (via the ACO) or be in receipt of (from the ACO) written permission to contact the prospective transfer student-athlete (PSA) PRIOR to initiating any contact direct or indirect. Permission shall only come through the ACO and not the PSA or the PSA’s parents or coach.  
2. If the request is granted, the ACO will receive a release from the transfer SA’s institution. A copy will be forwarded to the coach and a copy will be retained on file in the ACO.  
3. The coach should then enter the transfer SA’s data into the Jump Forward database and/or start a paper recruiting file for the PSA.  
4. The coach must then submit the **PSA Monitoring Request** form to the ACO.  
5. Upon receipt, ACO will add them to the NCAA Eligibility Center’s Institutional Request List (IRL). The coach should encourage PSA’s to register with NCAA Eligibility Center (EC) at their earliest opportunity.  
6. **At the time the coach should give the PSA and his parents the education information regarding two-year college transfers, so that they understand what will be required for Division I eligibility.**  
7. Once the PSA has applied and is issued a Panther ID, the PSA can be coded into the PantherSoft and CA systems.  
8. The coach must obtain and submit an unofficial transcript to the ACO early in the recruiting process to enable preliminary, unofficial review pertaining to NCAA Initial Eligibility, Progress Toward Degree (PTD), and FIU admissions.  
9. The ACO will endeavor to complete this process as quickly as possible, but will keep the coach informed regarding any delays.  
10. The coach is provided a copy of the initial, unofficial academic evaluation to determine whether to continue recruitment, following a second review by the ACO Admissions Coordinator.
11. All initial academic evaluations are kept on file in ACO. If the coach requests an official visit, the reviews will be attached to the official visit paperwork. (See Official Visits in Section 4)

12. Any transfer PSA’s that are viable candidates for admission are forwarded to the Director of the Student-Athlete Academic Center (SAAC) for an in-depth evaluation, working in conjunction with the Transfer and Transition Services. This evaluation will help determine the preliminary number of transferable degree credit hours. This information will then be communicated back to the coach and ACO by SAAC using the Transfer Evaluation Form.

13. The SAAC will endeavor to complete this process as quickly as possible, but will keep the coach and the ACO informed regarding any delays.

14. International transfer PSA’s should begin by submitting an official transcript to an accredited evaluation service, to obtain a valid translated transcript.

15. Once the Transfer Evaluation Form has been received by the ACO, the ACO will review and then send a Transfer Tracer to the PSA’s institution to determine transfer eligibility.

16. Once the Transfer Tracer is received from the PSA’s previous institution, ACO will review and inform the coach and SAAC if the PSA will meet transfer eligibility requirements using information received from the SAAC and the Transfer Tracer by completing the Transfer Verification Form. A copy of the transfer tracer and the Transfer Verification Form shall be forwarded electronically to the Office of the Registrar for their files and a copy will also be kept on file in the ACO on the compliance drive; transfers.

17. The ACO and SAAC should be notified immediately via e-mail if the coach decides to terminate recruitment of a prospective student-athlete.
NCAA DIVISION I ELIGIBILITY REQUIREMENTS FOR TWO-YEAR (2-4) COLLEGE TRANSFERS

NCAA Division I Five Year Clock

If you transfer from a two-year college to a Division I school, you must complete all of your seasons of competition within five calendar years from your original date of full-time enrollment in any collegiate institution, including a two-year college. The “five-year clock” does not stop except under special circumstances (i.e., time spent in the armed services, an official church mission). The “five-year-rule” begins the first-time you enroll in 12 units and attend the first day of class. If you are unsure of this rule, contact your coach or athletic advisor BEFORE enrolling as a full-time student.

If you are a Qualifier:
- Need to attend two-year college as a full-time student for at least one semester. (Excluding summer terms);
- Average 12 transferable units of degree credit for each semester attended. (Excluding summer terms) and
- Need a minimum GPA of 2.50 in transferable units. *(student enrolling FT on or after August 1, 2012)*

If you are a Non-Qualifier:
- Need to attend two-year college as a full-time student for at least three semesters. (Excluding summer terms);
- Graduate from two-year college. *(25% of units must be completed at the two year school that awards the degree)*;
- Need a minimum of 48 transferable units of degree credit. The transferable units MUST include 6 semester units in English, 3 semester units of Math and 3 semester units of Science; and
- Need a minimum GPA of 2.50 in transferable units. No more than 2 units of PE courses can be used to meet the transfer degree credit or GPA requirements.

**NOTE** – *Summer School Limitation!!* Students entering a Division I college may not earn more than 18 semester units of transferable coursework during the summer and only 9 semester units of transferable degree credit may be earned during the summer immediately before transfer.

**PROGRESS TOWARD DEGREE RULE**
The 40-60-80% rule for degree progress at an NCAA Division I school means that you need to be making progress towards your bachelor’s degree even if you are attending a two-year college. You need to meet the following percentage of degree requirements before you will become eligible.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Units</th>
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<tbody>
<tr>
<td>40%</td>
<td>48 units</td>
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<tr>
<td>60%</td>
<td>72 units</td>
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<tr>
<td>80%</td>
<td>96 units</td>
</tr>
</tbody>
</table>

*NOTE—You must pass 6 units in the semester prior to transfer in order to be eligible.*
**Transfer Evaluation Form**

**Name:** ____________________________  
**Sport:** ____________________________

**Current College/University:** ____________________________  
**City/State:** _____

**Other College(s)/University(s) Attended:** ____________________________

**Initial Full-Time Enrollment:**  
**Number of Full-Time Terms:** ______

**NCAA Eligibility Certification:**  
**Eligibility Center ID:** _____

**Transferable Credit:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
<th>Q Pts</th>
<th>Comments</th>
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</table>

**Total from supplemental page 2**

**TOTALS:**

**GPA:**

**Bylaw 14.5.4.2 Benchmarks**

<table>
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<th>Benchmarks</th>
<th>Hours</th>
<th>Transferable Course</th>
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</thead>
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<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Physical Science</td>
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<td></td>
</tr>
</tbody>
</table>

*Physical Science requirement is for all PSA’s who initially enroll full-time after August 2012.

**Transfer GPA:**

*Must have a 2.5 or above for all PSA’s who initially enroll full-time after 8/1/12.

**Additional Notes:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
<th>Q Pts</th>
<th>Comments</th>
</tr>
</thead>
</table>

PSA: ___________________________  Date: _____________________
December 27, 2013

Athletic Director
SCHOOL
ADDRESS

Dear NAME:

The student below has decided to enroll at Florida International University. In order to determine the qualifications of this student and his/her eligibility for competition under NCAA Bylaw 14.5.5.3, please complete this Transfer Tracer and return it to FIU at your earliest convenience.

Student’s Name: NAME
Sport: SPORT

Dates the student attended your institution: From ____________ To ____________ How many full-time semesters? ____________

1. Did the student sign a National Letter of Intent to attend your institution? Yes ___ No ___
   If yes, will the student need an NLI release/waiver? Yes ___ No ___

2. Did the student transfer from a four-year college to your institution? Yes ___ No ___
   If yes, please indicate previous institution: ___________________________________________________

3. Was the student recruited by your institution? Yes ___ No ___

4. Please indicate this student’s participation history at your institution. Check the following as needed.
   Did this student participate in tryouts? Yes ___ No ___ If yes, which sport(s): ___________________
   Did this student practice with a team? Yes ___ No ___ If yes, which sport(s): ___________________
   Did this student utilize a season of competition? Yes ___ No ___
   If yes, which sport(s): ___________________ Number of seasons used: ___________________

5. Did the student receive athletically related financial aid? Yes ___ No ___
   Please indicate the number of years the student received athletically related financial aid: ___________

6. Was the student fully certified by the Eligibility Center (qualifier & amateurism) per NCAA bylaw 14.3? Yes ___ No ___

7. Was the student in good academic standing? Yes ___ No ___

8. Does he/she meet the satisfactory progress requirements for eligibility? Yes ___ No ___

9. Would he/she have been eligible had he/she remained at your institution? Yes ___ No ___

10. Does the student qualify for the one-time transfer exception? Yes ___ No ___

11. Do you have any objection to the student being granted an exception to the transfer residence requirement? Yes ___ No ___

12. Does the student have any reason (discipline, suspension or NCAA violation) that would affect eligibility? Yes ___ No ___

Name: ________________________________________
Title: ________________________________________
Signature: _______________________________ Date: __________________

Thank you for your assistance with this matter. We would appreciate a prompt response by FAX or email. If you have any question, please contact ACO Staff at (305) 348-4417 or athletics.compliance@fiu.edu.

Florida International University, US Century Bank Arena, 11200 SW 8th Street, Miami, Florida 33199
(305)348-4417 • FAX (305)348-6402
FIUSports.com
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TWO-YEAR TRANSFER VERIFICATION FORM

THIS FORM IS TO BE COMPLETED BY THE ATHLETICS COMPLIANCE OFFICE

Name: ___________________________ PID: ___________________________

Sport: ___________________________ College: ___________________________

(See NCAA Bylaw 14.5.4, Two-Year College Transfers for all applicable regulations)

1. Qualifier?
   One (1) full-time sem/qtr. at 2-year (excluding summers)?
   Initially enrolled full-time BEFORE August 1, 2012
   Minimum 2.000 GPA?  Yes ☐  No ☐
   OR
   Initially enrolled full-time AFTER August 1, 2012
   Minimum 2.500 GPA?  Yes ☐  No ☐
   Completed 12 transferable credit hours (semester/quarter) for each full-time semester/quarter in residence at the 2-year college?  Yes ☐  No ☐

Eligible for Financial Aid, Practice and Competition?  Yes ☐  No ☐

2. Non-Qualifier?
   Graduated from the two-year college?  Yes ☐  No ☐
   Min. three (3) full-time sem/4 qtrs. at 2-year (excluding summers)?  Yes ☐  No ☐
   Initially enrolled full-time BEFORE August 1, 2012
   Minimum 2.000 GPA?  Yes ☐  No ☐
   Completed min. 48 sem/72 qtr. hours of transferable credit acceptable at FIU.
   (Inc. 6 sem/8 qtrs. credits English; 3 sem/4 qtrs. credits Math)
   OR
   Initially enrolled full-time AFTER August 1, 2012
   Minimum 2.500 GPA?  Yes ☐  No ☐
   Completed min. 48 sem/72 qtr. hours of transferable credit acceptable at FIU
   (Inc. 6 sem/8 qtrs. credits English; 3 sem/4 qtrs. credits Math & 3 sem/4 qtrts. Credits in natural/physical science).

Eligible for Financial Aid, Practice and Competition?  Yes ☐  No ☐
Eligible for Financial Aid and Practice ONLY?  Yes ☐  No ☐
Eligible for Practice ONLY?  Yes ☐  No ☐

ACO: ___________________________ Date: ___________________________
FOUR-YEAR TRANSFER VERIFICATION FORM

THIS FORM IS TO BE COMPLETED BY THE ATHLETICS COMPLIANCE OFFICE

Name: _______________________________ PID: _______________________________
Sport: _______________________________ College: _______________________________

(See NCAA Bylaw 14.5.5, Four Year College Transfers for all applicable regulations)

1. Did we receive written permission to contact the student-athlete? ☐ Yes ☐ No
2. Qualifier?
   At least 1 full-time sem/qtr at 4-year (exc. summers)? …………….. ☐ Yes ☐ No
   Completed 12 transferable credit hours (semester/quarter) for each full-time semester/quarter in residence at the 4-year college?... ☐ Yes ☐ No
3. Non-Qualifier?
   At least 2 full-time sem/3qtr at 4-year (exc. summers)? …………… ☐ Yes ☐ No
   Completed 12 transferable credit hours (semester/quarter) for each full-time semester/quarter in residence at the 4-year college?... ☐ Yes ☐ No
4. Signed at NLI with previous school? ☐ Yes ☐ No
5. Exception?
   - Educational Exchange Exception ........................................... ☐
   - Exchange Student Exception ............................................... ☐
   - Discontinued Academic Program Exception .......................... ☐
   - International Student Program Exception .............................. ☐
   - Military Service Exception (Also see 14.5.5.2.5.1) ............. ☐
   - Discontinued/Non-sponsored Sport Exception
     (Also see 14.5.5.2.6.1) .......................................................... ☐
   - Two-Year Non- or Minimal Participation Exception ............. ☐
   - Return to Original institution without Participation or with minimal participation exception .............................................. ☐
   - Non-Recruited Student Exception .............................. ☐
   - One-Time Transfer Exception (Also see 14.5.5.2.10.1 & 14.5.5.2.10.2) .......................................................... ☐

Eligible for Financial Aid, Practice and Competition? ☐ Yes ☐ No
Eligible for Financial Aid and Practice? ☐ Yes ☐ No
Eligible for Practice ONLY? ☐ Yes ☐ No

ACO: _____________________________ Date: ___________________________

Section 4 - Rev. 9/23/2013
4-2-4 TRANSFER VERIFICATION FORM

THIS FORM IS TO BE COMPLETED BY THE ATHLETICS COMPLIANCE OFFICE

Name: ___________________________________________ PID: ________________________________

Sport: __________________________________________ College: ________________________________

(See NCAA Bylaw 14.5.6, 4-2-4 College Transfer for all applicable regulations)

1. Initially enrolled full-time BEFORE August 1, 2012 ........................................ [ ] Yes [ ] No
   At least 1 full-time calendar year since leaving 4-yr. school? ................ [ ] Yes [ ] No
   Has graduated from the 2-yr. school? .............................................................. [ ] Yes [ ] No
   Completed an average of 12 transferable credit hours (sem/qtr.) for each full-time semester/quarter in residence at the 2-year college with a 2.0 GPA? ................................................ [ ] Yes [ ] No

   Exception? ........................................................................................................ [ ] Yes [ ] No
   • SA is returning to original 4-year school, provided does not have an unfulfilled residence requirement at the 4-year school? ........ [ ] Yes [ ] No
   • SA’s original 4-yr. school did not sponsor the sport, he did not attend any other 4-yr. school that did sponsor the sport, he/she was a qualifier & has 12 hrs. of transferable degree credit per full-time term of attendance, with a 2.0 GPA and spend at least 2 sem/3 qtrs. at the 2-yr. school, exc. summers? .......... [ ] Yes [ ] No
   • SA meets a 2-yr. college transfer exception and qualifies for the same exception to the 4-yr. transfer residence requirement? .... [ ] Yes [ ] No

2. Initially enrolled full-time AFTER August 1, 2012 ........................................... [ ] Yes [ ] No
   At least 1 full-time calendar year since the 4-yr. school? ................... [ ] Yes [ ] No
   Has graduated from the 2-yr. school? .............................................................. [ ] Yes [ ] No
   Completed an average of 12 transferable credit hours (sem/qtr.)/ for each full-time semester/quarter in residence at the 2-year college with a 2.5 GPA? ................................................ [ ] Yes [ ] No

   Exception? ........................................................................................................ [ ] Yes [ ] No
   • SA is returning to original 4-year school, provided does not have an unfulfilled residence requirement at the 4-year school? ........ [ ] Yes [ ] No
   • SA’s original 4-yr. school did not sponsor the sport, he did not attend any other 4-yr. school that did sponsor the sport, he/she was a qualifier & has 12 hrs. of transferable degree credit per full-time term of attendance, with a 2.5 GPA and spend at least 2 sem/3 qtrs. at the 2-yr. school, exc. summers? .......... [ ] Yes [ ] No
   • SA meets a 2-yr. college transfer exception and qualifies for the same exception to the 4-yr. transfer residence requirement? .... [ ] Yes [ ] No

3. Qualifier? ........................................................................................................... [ ] Yes [ ] No

(CONTINUED)
4-2-4 -- Additional Requirements for NON-QUALIFER:

- Completed a minimum of six (6) sem/qtr. hours of transferable English cored, three (3) sem/4 qtr. of transferable hours of Math OR three (3) sem/4 qtr. Of transferable natural/physical science?

  ☐ Yes  ☐ No

  (SA may use the above if completed at 4-yr. school)

Eligible for Financial Aid, Practice and Competition?

  ☐ Yes  ☐ No

Eligible for Financial Aid and Practice ONLY?

  ☐ Yes  ☐ No

Eligible for Practice ONLY?

  ☐ Yes  ☐ No

ACO: ________________________________  Date: __________________________
ELIGIBILITY CERTIFICATION PROCEDURE
(Initial and Continuing)

Purpose: To monitor each student-athlete and ensure they are certified as eligible or ineligible in a timely fashion correctly and compliant with NCAA bylaws.

NCAA Bylaw: 14.1 (General Eligibility Requirements)
14.3 (Freshman Academic Requirements)
14.4 (Progress-Toward-Degree Requirements)

Responsibility: Athletics Compliance Office (ACO)
Student-Athlete Academic Center (SAAC)
Office of the Registrar, Admissions Office
SASS Office
Office of Transfer and Transition Services
FAR
Head Coaches
NCAA Eligibility Center

Procedure:

Practice: Prior to being able to participate in practice activities all student-athletes must:

- Be certified by the NCAA Eligibility Center;
- Be admitted to FIU as a degree seeking student;
- Be enrolled as a full-time student leading to a baccalaureate degree;
- Be added to the NCAA eligibility squad list;
- Attend an a mandatory ACO team meeting and satisfactorily complete the required FIU and NCAA paperwork; and
- Attend and satisfactorily complete a physical.

A student-athlete file will be maintained in the ACO for the duration of the student-athletes career at FIU. Once the above mentioned has been completed, they may participate in practice related activities.

Competition: Complete the items that are also required for practice. Academic eligibility criteria for certifying student-athletes for competition essentially fall under two categories:

I. Initial Eligibility - eligibility for freshmen and transfer student-athletes who are first-time enrollees at FIU, and;
II. Continuing Eligibility (Progress Towards a Degree) - eligibility for student-athletes who are returning to FIU for another year of competition.

Each fall and spring semester, full certification for each team shall be completed. Also see the timeline guide for completion of the certifying process.

Below is an outline of the basic criteria and steps for determining academic eligibility for competition.
I. Initial Eligibility

1. All Freshmen student-athletes should be:
   a. Certified as a Qualifier by the NCAA Eligibility Center and Amateur Status certified;
   b. Admitted to FIU as a degree seeking student;
   c. Enrolled as a full-time student leading to a baccalaureate degree;
   d. Attend the mandatory ACO team meeting and satisfactorily complete the required FIU and NCAA paperwork;
   e. Attend and satisfactorily complete a physical and complete any other required medical paperwork;
   f. Added to the NCAA eligibility squad list; and
   g. Certified as eligible for the FIU Certifying Officer (Registrar’s Office) via the NCAA Squad list which is signed by and distributed to all the appropriate parties.

2. Transfers
   The criteria for competition in the year of transfer differ dependent upon where the student transfers from a 2-year, 4-year, 4-2-4 or foreign institution. (See Transfer Verification Forms)
   All transfer student-athletes should have the following:
   a. Evaluation and posting of transfer credits (Admissions Office/SASS Office/Office of Transfer and Transition Services);
   b. International college transfer work must be evaluated by an accredited evaluation service (Silney or WES);
   c. Preliminary, unofficial academic transfer evaluation - transfer units, transfer GPA, number of full-time semesters (SAAC); and
   d. Total credit hours earned toward a specific degree for student-athlete (Transfer and Transition Services for UCC courses and Upper Division Advisor for Major courses); and
   e. A completed Transfer Tracer from the previously attended institution and the Transfer Verification Form (ACO) to determine eligibility. A electronic copy should remain on file in the ACO, and a copy send to the Certifying Officer and the SAAC for their files.

All transfer student-athletes should be:
   a. Certified as an amateur through the NCAA Eligibility Center (EC);
   b. Admitted to FIU as a degree seeking student;
   f. Enrolled as a full-time student leading to a baccalaureate degree;
   g. Attend an a mandatory ACO team meeting and satisfactorily complete the required FIU and NCAA paperwork;
   h. Attend and satisfactorily complete a physical and any other required medical paperwork;
   i. Added to the NCAA eligibility squad list; and
   j. Certified as eligible for the FIU Certifying Officer (Registrar’s Office) via the NCAA Squad list which is signed by and distributed to all the appropriate parties.

II. Continuing Eligibility (Progress Towards Degree)

1. Progress toward degree evaluation (SAAC and Upper division advisors);
2. These documents are maintained in the Office of the Registrar which can be accessed by the NCAA Certification Officer and SAAC;
3. Hours earned toward a degree per semester for the preceding academic year (College Academic Liaisons);
4. Total hours earned toward a specific degree for student-athletes with two or more years of post-secondary work (College Academic Liaisons);
5. The SAAC will communicate the number of degree applicable hours to the ACO and Office of the Registrar after the fall grades are posted based off the PTD verified by the college academic liaisons;

6. **All Continuing Eligibility (PTD) student-athlete should be:**
   - Enrolled as a full-time student leading to a baccalaureate degree;
   - Designated a degree program (required as an FIU freshman or transfer. SAAC should check hours enrolled will be counted in current degree designation);
   - Completed 24 credit hours prior to the start of the student-athlete’s second year (3rd semester);
   - Completed 18 credit hours since the beginning of the previous fall term or preceding regular two semesters, excluding summer hours;
   - Completed 6 credit hours during the preceding regular semester (9 hours in fall for football);
   - Completed the required percentage of degree (40/60/80 – based on 3rd/4th/5th semesters accordingly);
   - Achieved the minimum required GPA (1.8 or 1.9 – based on 3rd or 4th semesters and thereafter);
   - Attends the mandatory ACO team meeting and satisfactorily complete the required FIU and NCAA paperwork;
   - Attends and satisfactorily complete a physical and any other required medical paperwork;
   - Added to the NCAA eligibility squad list; and
   - Certified as eligible for the FIU Certifying Officer (Registrar’s Office) via the NCAA Squad list which is signed by and distributed to all the appropriate parties.

**Full Certification Procedure:**

   a. SAAC Advisor prints a PTD form and inserts the courses being completed for the corresponding semester.
   
   b. SAAC will send the PTD to the academic liaison by mid-term, who will complete the PTD to verify the courses will be count towards that degree, minimum grade per course, total required hours remaining, total lower hours earned, total upper hours earned, total hours earned, total hours in progress.
   
   c. The PTD should be returned to the SAAC advisor at least three weeks prior to grades posting in PantherSoft, and any issues should be resolved between the SAAC advisor and the academic liaison prior to the grades posting date. PTD should be filed in SAAC.
   
   d. Grades are posted in PantherSoft.
   
   e. The SAAC advisors print an unofficial transcript from Panthersoft and a Degree Audit for each student-athlete.
   
   f. The SAAC advisors complete the PTD sheets with official grades.
   
   g. SAAC advisor then compares the PTD and the Degree Audit documents to ensure they match, and totals the credit hours for the semester.
   
   h. SAAC advisor creates a spreadsheet for each team showing each of the PTD rules.
   
   i. SAAC advisor and ACO meet to review the PTD’s to verify NCAA rules have been met.
   
   j. The Assistant Registrar creates a spreadsheet using PTD information as a worksheet for NCAA Certification.
   
   k. ACO schedules a meeting with the eligibility certification team (ACO sport contact, SAAC sport advisor, FAR, and the Office of the Registrar) at least 48 hours prior to the first competition or if out-of-season prior to the start of classes to review all information and sign off as officially certified.
   
   l. SAAC, ACO and Assistant Registrar confer regarding resolution of discrepancies.
m. NCAA Certifying Officer certifies the team members prior to the first competition or team travel to their first competition.

Additional items:

1. **Medical Hardship Waivers** – Communicate with the sport trainer regarding any potential medical hardships waivers are the conclusion of the sports championship segment. These should be submitted and the hard copy filed in the ACO Medical Hardship File by sport and an electronic copy of the Compliance Drive. Once a decision is rendered, a copy is sent to the SAAC the Certifying Officer, SAAC and the training room electronically. The original hard copy should be filed in the ACO Medical Hardship File, by sport and electronically on the Compliance Drive. Finally, a hard copy should be placed in the student-athlete file.

2. **Transfers** – The *Transfer Tracer and Transfer Verification Form* needs to be completed and the original hard copy filed in the ACO student-athlete file and electronically on the Compliance Drive. Copies should also be sent to the SAAC and Certifying Officer electronically.

3. **Initial or Continuing Eligibility Waivers** – Any waivers submitted to AMA should be signed by the ACO sport person as the Primary contact and the Director of University Athletics Compliance as the secondary contact. The hard copy should be placed in the ACO Waivers File, and an electronic copy filed on the Compliance Drive. Once a decision is rendered, a hard copy of the decision should be placed with the original application in the ACO Waivers File and electronically on the Compliance Drive, a hard copy in the student-athlete file, and an electronic copy send to the SAAC and Certifying Officer.

**CERTIFICATION TIMELINE**

**Fall Certification**
- Summer grades post.
- Within 24 business hours of grades posting, SAAC submits completed and verified PTD’s containing the spring and/or summer grades for fall sports (Soccer, Volleyball, Football and Cross Country) prioritizing by competition date to the Registrar’s Office for review.
- Within 24 business hours of receipt of the PTD’s from the SAAC, the Registrar’s Office starts certification process for fall sports (Soccer, Volleyball, Football and Cross Country) prior to date of first competition.
- All fall sports (Soccer, Volleyball, Football and Cross Country) shall be certified by the Registrar’s Office within a week of receipt of the PTD’s. At the latest prior to the start of fall classes or the first competition whichever is earlier.
- As soon as the fall sports are fully certified, the SAAC submits completed and verified PTD’s containing spring and/or summer grades for winter sports (Basketball, Swimming and Indoor Track) to the Registrar’s Office for review.
- All winter sports (Basketball, Swimming and Indoor Track) shall be certified by the Registrar’s Office within a week of receipt of the PTD’s.
- As soon as the winter sports are fully certified, the SAAC submits completed and verified PTD’s containing spring and/or summer grades for spring sports (Baseball, Softball, Tennis, Golf, Sand Volleyball and Outdoor Track) to the Registrar’s Office for review.
- Fall classes start
- All spring sports (Baseball, Softball, Tennis, Golf, Sand Volleyball and Outdoor Track) shall be certified by the Registrar’s Office within a week of receipt of the PTD’s.
- All sports should be certified prior to the Drop/Add period.
- Drop/Add Deadline.
The day after Drop/Add concludes, SAAC completes the PTD with the spring courses and sends PTD’s to academic liaisons for review and completion.

Within one month of receipt of the PTD, the academic liaison shall review, accurately complete and return the PTD back to the SAAC.

Within one week of receipt of the return PTD from the academic liaison, the SAAC will review for accuracy and start working with the academic liaisons to resolve any issues.

By mid-term, the SAAC and the ACO will have reviewed the PTD’s and resolved any discrepancies.

By October 1 each year, the PTD’s will be ready for the final grades to be added at the conclusion of the fall term.

**Spring Certification**

- Fall grades post.
- By the end of the day that grades post, SAAC submits the completed and verified PTD’s containing the fall grades for football (if playing in a Bowl Game), and any winter sport, (Basketball, swimming, and Indoor Track) student-athlete that is changing eligibility status from ineligible to eligible, to the Registrar’s Office for review, prioritizing by competition date.
- Within 48 hours of receipt of the PTD’s from the SAAC, all football (if required) and the winter sport (Basketball, Swimming and Indoor Track) student-athletes changing their eligibility status from ineligible to eligible, shall be certified by the Registrar’s Office.
- Within 48 business hours or grades posting, SAAC submits completed and verified PTD’s containing all the fall grades for spring and fall sports (Baseball, Softball, Tennis, Golf, Sand Volleyball, Outdoor Track, Soccer, Volleyball, and Cross Country) to the Registrar’s Office for review.
- 48 hours prior to the start of spring classes, the SAAC will submit completed and verified PTD’s containing the fall grades for the remaining winters sports (Basketball, Swimming and Indoor Track) to the Registrar’s Office for review.
- Prior to the start of spring classes, the Registrar’s Office shall certify all winter sports (Basketball, Swimming and Indoor Track).
- Prior to the start of spring classes, the Registrar’s Office shall certify all remaining sports, (including football for full certification).
- Spring classes start.
- Drop/Add Deadline.
- The day after Drop/Add concludes, SAAC sends PTD’s to academic liaisons for review and completion.
- Within one month of receipt of the PTD, the academic liaison shall review, accurately complete and return the PTD back to the SAAC.
- Within one week of receipt of the return PTD from the academic liaison, the SAAC will review for accuracy and start working with the academic liaisons to resolve any issues.
- By mid-term, the SAAC and the ACO will have reviewed the PTD’s and resolved any discrepancies.

**Summer Certification**

- Spring grades post.
- Within 24 business hours of grades posting, SAAC submits completed and verified PTD’s for all fall sports (Soccer, Volleyball, football and Cross Country) to the Registrar’s Office for review.
- Within 24 business hours of receipt of the PTD’s from the SAAC, the Registrar’s Office starts certification process for fall sports (Soccer, Volleyball, Football and Cross Country).
- All fall sports (Soccer, Volleyball, Football and Cross Country) shall be certified by the Registrar’s Office within a week of receipt of the PTD’s. At the latest prior to the start of summer B classes.
- As soon as the fall sports are fully certified, the SAAC submits completed and verified PTD’s for winter sports (Basketball, Swimming and Indoor Track) to the Registrar’s Office for review.
- All winter sports (Basketball, Swimming and Indoor Track) shall be certified by the Registrar’s Office within a week of receipt of the PTD’s.
- As soon as the winter sports are fully certified, the SAAC submits completed and verified PTD’s for spring sports (Baseball, Softball, Tennis, Golf, Sand Volleyball and Outdoor Track) to the Registrar’s Office for review.
- All spring sports (Baseball, Softball, Tennis, Golf, Sand Volleyball and Outdoor Track) shall be certified by the Registrar’s Office within a week of receipt of the PTD’s.
- All sports should be certified prior to registration for Summer B.
- Summer B classes start.
- The day after Drop/Add concludes, SAAC sends Summer A &/or B PTD’s to academic liaisons for review and completion.
- Within two weeks of receipt of the PTD, the academic liaison shall review, accurately complete and return the PTD back to the SAAC.
- Within one week of receipt of the return PTD from the academic liaison, the SAAC will review for accuracy and start working with the academic liaisons to resolve any issues.
- The following week, the SAAC and the ACO will review the PTD’s and resolved any discrepancies.
- By August 1 each year, the PTD’s will be ready for the final grades to be added.
SQUAD LIST AND “JUMPFORWARD” ELIGIBILITY REPORTS PROCEDURE

Purpose: To ensure that only student-athletes that appear on the NCAA Squad List are permitted to practice and or compete with the team following certification.

NCAA Bylaw: 14

Responsibility: Athletic Compliance Office (ACO)  
Head Coaches  
Registrar’s Office  
Financial Aid Office

Procedure:
1. Once a prospective student-athlete has been admitted to FIU, their name can be added to the NCAA Squad List, created via CA, and “JumpForward” Eligibility Report (JFER), created via “JumpForward”.  
2. Returning student-athletes with remaining eligibility or who are still receiving athletics aid, will also be rolled onto the NCAA Squad List and JFER from the previous year during the early summer.  
3. The ACO staff will then verify that the list is accurate with the coaching and SAAC staffs.  
4. See Section 4 - Eligibility Certification Policy and Procedure to determine if the student-athlete(s) are eligibility for practice and/or competition for the ensuing academic year.  
6. Once certification is complete, the NCAA Squad List will be distributed to the following:  
   • Conference Office  
   • Head Coach  
   • Sports Operations Person  
   • Registrar’s Office  
   • Financial Aid Office  
   • Athletics Business Office (ABO)  
   • Faculty Athletics Representative (FAR)  
   • Student-Athlete Academic Center (SAAC)  
   • Julie Berg or Heath Glick (depending on Sport)  
   • ACO Director  
   • ACO file (electronic PDF on “Compliance Drive”; Eligibility; YEAR; SPORT; as YEAR-Squad List-SPORT-DATE)  
7. The JumpForward Squad List (without financial aid information) will be generated and that will be distributed to the following as they do not require all the additional information from the squad:  
   • Athletics Training Room  
   • Athletics Weight Room  
   • Athletics Facilities Operations  
   • Athletics Media Relations  
   • Athletics Marketing  
   • Athletics Ticket Office  
   • Assistant Athletics Director for Community Relations and Development  
   • ACO file (electronic PDF on “Compliance Drive”; Eligibility: YEAR; SPORT; as YEAR-JFER-SPORT-DATE)
ROSTER MANAGEMENT PROCEDURE

Purpose: Roster management numbers are given to each coaching staff annually by the athletics administration. This enables the administration to regulate the number of student-athletes participating with our program to help maintain a workable budget.

NCAA Bylaw: 14

Responsibility: Athletic Compliance Office (ACO)
Head Coaches
Senior Woman Administrator

Procedure:

1. Each year coaches will be informed by the administration of the number of student-athletes that should be on their roster as of the first date of competition with an outside team.
2. Prior to the first date of competition exhibition or scrimmage with an outside team, the ACO will review the NCAA Squad List with the head coach and conduct a preliminary count of the participants.
3. If the count is over the required roster number (men’s teams) or under (women’s teams), the coach will work to amend his or her roster prior to the first date of competition.
4. If the roster is not going to meet the required number, the head coach should inform the administration.
5. The following student-athletes are “counters” in the roster management number:
   a. Any student-athlete that appears on the roster and is receiving coaching; and/or
   b. Any student-athlete on the roster that is receiving an athletics scholarship.
6. The following student-athletes are “none counters” in the roster management number:
   a. Any student-athlete that has exhausted eligibility and is receiving athletics aid;
   b. Any student-athlete that has a medical exemption (i.e. a career ending injury or illness and cannot play again); and/or
   c. Any student-athlete that has been cut from the team prior to the first date of competition.
7. Any student-athlete that is not receiving athletics aid and is added to the roster AFTER the first date of competition, exhibition or scrimmage with an outside team, will not be considered to be a counter.
8. The head coach should submit a Change of Status Form to the ACO to add or remove student-athletes to the squad list prior to the first day of competition.
9. A PDF copy of the signed NCAA Squad List, prior to the first day of competition, exhibition or scrimmage with an outside team, should be distributed to the Conference Office, head coach, sport operations, registrar’s office, financial aid office, athletics business office, FAR, SAAC, SWA or Chief of Staff (depending on the team), ACO Director and then ACO file, electronic PDF on the “Compliance Drive”; Eligibility; YEAR; SPORT; as YEAR-Squad List-SPORT-DATE.
STUDENT-ATHLETE CHANGE-IN-STATUS PROCEDURE

Purpose: This should be completed to ensure tracking of an enrolled student-athlete and maintaining the NCAA Squad List and the “JumpForward” Eligibility Report. As the official list of student-athletes, it is essential that this list always be up-to-date. This includes new walk-on student-athletes that are currently enrolled at FIU.

NCAA Bylaw: 14

Responsibility: Athletic Compliance Office (ACO)
Head Coaches

Procedure:

1. The coach should complete and submit to the ACO the SA Change in Status Form each time the coach wants to add and delete a student-athlete from the NCAA squad list.
2. Once the ACO receives the form the appropriate change is made to the squad list, CA, and “JumpForward” data bases.
3. The up-dated squad list is then circulated to the following parties:
   - Conference Office
   - Head Coach
   - Sport Operations
   - Registrar’s Office
   - Financial Aid Office
   - Athletics Business Office
   - FAR
   - SAAC
   - SWA or Chief of Staff (depending on the sport)
   - ACO file (electronic PDF on “Compliance Drive”; Eligibility; YEAR; SPORT; as YEAR-Squad List-SPORT-DATE).
4. Simultaneously, a “JumpForward” Eligibility Report (JFER) is up-dated to reflect the change and distributed to the following:
   - Training Room
   - Weight Room
   - Facilities and Operations
   - Media Relations
   - Marketing
   - Ticket Office
   - Assistant AD – SA Community Relations and Development
   - ACO file (electronic PDF on “Compliance Drive”; Eligibility; YEAR; SPORT; as YEAR-JumpForward Eligibility Report-SPORT-DATE.
SA CHANGE-OF-STATUS FORM

Sport ____________________________ Coach ____________________________ Date ____________________

**ROSTER ADDITIONS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Panther ID</th>
<th>Student-Athlete Status: HS</th>
<th>Transfer</th>
<th>FIU Student</th>
</tr>
</thead>
<tbody>
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</table>

NCAA Eligibility Center ID ______________________________________

Was the student-athlete recruited? YES NO (Circle One) Will he/she receive athletic aid? YES NO (Circle One)

<table>
<thead>
<tr>
<th>Name</th>
<th>Panther ID</th>
<th>Student-Athlete Status: HS</th>
<th>Transfer</th>
<th>FIU Student</th>
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<tbody>
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NCAA Eligibility Center ID ______________________________________

Was the Student-Athlete Recruited? YES NO (Circle One) Will Receive Athletic Aid? YES NO (Circle One)

**ROSTER DELETIONS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Panther ID</th>
<th>Effective Date</th>
<th>Reason: Quit Medical Cut</th>
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Received Athletic Aid? YES NO (Circle One)

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<tr>
<th>Name</th>
<th>Panther ID</th>
<th>Effective Date</th>
<th>Reason: Quit Medical Cut</th>
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</table>

Received Athletic Aid? YES NO (Circle One)

Please make the necessary adjustment to my team’s NCAA Squad List and notify the appropriate University officials of this change.

__________________________________________  ______________________________
Head Coach  Date

Please return to Athletics Compliance Office

******************************************************************************

ATHLETICS COMPLIANCE OFFICE USE ONLY:

Athletic Hold/Code Participation _____ Enter into CA/Jump Forward _____ Squad List/ESR Up-dated _____

ACO Signature: ____________________________  Date: ____________________________

Section 4 - Rev. 7/10/2012
STUDENT-ATHLETIC PARTICIPATION PROCEDURE

Purpose: This should be completed to ensure that the student-athletes participation record is accurate to determine the number of seasons of competition and enable the ACO and Training Room staff to determine if a student-athlete meets the NCAA criteria for a medical hardship waiver if needed.

NCAA Bylaw: 14

Responsibility: Athletic Compliance Office (ACO)
Head Coaches
Medical Relations
Training Room

Procedure:

1. Upon complete of each competition, Media Relations will complete the SA Participation Report. The report should include each competition, exhibition and scrimmage with outside competition, designating them as such, and competition date based off their statistics. A check should be made against each student-athlete name if he or she participated in any competition, regardless of the duration of the participation. The form will include every player on the quad at the time of the competition.

2. The Head Coach should then review the participation report from Media Relations and resolve any discrepancies prior to both parties signing it and submitting it to the ACO with 48 hours of the competition or competitions if a series.

3. The ACO will input the appropriate data into CA and Jump Forward.

4. Upon completion of the season a summary will be produced by the ACO based on the individual competition reports. This will be reviewed by the head coach, media relations and the sport trainer, then returned to the ACO.

5. ACO file signed report as PDF on the “Compliance Drive”; Participation: YEAR; as YEAR-Participation Report-SPORT, and the original hard copy placed in the Participation File in the ACO.

6. A copy should be distributed to the ACO Director, Head Coach, Media Relations and the training room for their files.

Medical Hardship Waivers:

1. The head coach and the sport trainer need to determine if there are any student-athletes that were injured during the season of competition after participating in one or more competitions that meet the criteria per NCAA Bylaw 14.2.4 (Medical hardship waiver), or per Bylaw 15.5.1.3 (Permanent Medical).

2. If it is determined that either of the above mentioned are needed, the trainer should submit the contemporaneous medical documentation to the ACO within a MONTH of the end of the season in order for the documentation to be processed appropriately. (See Section 9 – for Medical Hardship and Permanent Medical policy and procedures).
17.02.7 Date of Competition, Countable, Individual Student-Athlete. A countable date of competition for an individual student-athlete is any date on which a student-athlete competes while representing the institution (see 17.02.8) individually or as a member of the varsity, sub-varsity or freshman team, unless a specific exemption for a particular date of competition is set forth in this bylaw.

Please submit to the ACO within 48 hours upon completion of the competition or series.
BEGINNING OF YEAR
TEAM MEETING PROCEDURE

Purpose: To introduce the student-athletes to the Athletics Compliance Staff and provide a summary of NCAA rules. All student-athletes will receive rules education pertaining to NCAA legislation at the beginning of each academic year. These meetings are to complete all the required NCAA and FIU documentation and educate the student-athletes regarding amateurism, continuing eligibility, practice and playing seasons, and drug testing.

NCAA Bylaws:

12 Amateurism
14.1.4 Drug Testing Consent
14.2 Seasons of Competition
14.4 Progress Towards Degree – Eligibility
15 Financial Aid - Scholarships
16 Extra Benefits
17.1 Weekly Hour Limitations – Playing Season

Responsibility: Athletics Compliance Office (ACO)
Head Coaches
Student-athletes

Procedure:

1. The ACO contacts each sport head coach and sport administrator to schedule the beginning of the year team meeting with their student-athletes. This must be completed prior to the student-athlete being able to participate in practice and/or competition activities.
2. The ACO also invites other related departments (training, strength and conditioning, etc…) to attend the meeting for any announcements or information pertinent to their areas.
3. ACO staff acquire up-dated emails addresses of the student-athletes and incoming student-athletes, then enter the information into CA.
4. The required paperwork is electronically sent to each team member for them to complete and return to the ACO prior to their scheduled meeting.
5. Upon receipt of the information, the ACO will check the paperwork for discrepancies or incomplete information. It is then placed in the student-athlete file.
6. The ACO conducts an educational presentation with each team and reviews the paperwork with the student-athletes ensuring that any discrepancies are resolved.
7. The information is then filed in each student-athlete file and maintained in the ACO.
SA GENERAL INFORMATION FORM

Please PRINT the information requested below:

Name: ________________________________  Sport: ________________________________

Panther ID: __________________________ Date of Birth: ________________

Ethnicity (Please circle one)  Ethnicity (Please circle one)  Alaskan/American

Indian  Asian/Pacific Islander  
Black, Non-Hispanic  Hispanic  
Non-Resident Alien  White, Non-Hispanic  
Other

Parents’ and or Legal Guardians’ Information

Address  ____________________________________________

City, State, Zip Code  ____________________________________________

Home Phone Number  ____________________________________________

Cell Phone Number  ____________________________________________

Email Address  ____________________________________________

Mother’s First Name: ___________  Last Name: ___________

Father’s First Name: ___________  Last Name: ___________

Guardian’s First Name: ___________  Last Name: ___________

Who lives at the above address: Both Parents ___  Mother ___  Father ___  Legal Guardian ___

A new form must be completed if any of the above information changes.
SA LOCAL HOUSING INFORMATION FORM

Please PRINT the information requested below:

Name: _________________________  Panther ID: ______________________  Sport: __________

For the up-coming semester, will you live on-campus?  Yes: ______  No: ______

Local Address or Residence Hall: __________________________________________________________

Local Phone Number: __________________  Cell Phone Number: _________________________

E-Mail Address: _______________________________________________________________________

If you do not live on-campus, please answer the following questions:

Name Property manager/landlord: __________________________________________________________

Length of Lease: ______________  Please provided a copy of the Lease to ACO:  Received ____

Name(s) of roommate(s): _________________________________________________________________

Total monthly rent : $_________________ Your share of the total monthly rent: $ ____________

Who pays your share of the total monthly rent? _____________________________________________

Is someone other than you or a family member pays for the rent, please provide the name and relationship to you?

____________________________________________________________________________________

I certify that the above information is complete and accurate and that any fraudulent information may make me ineligible for intercollegiate athletic competition and/or athletically related financial aid at FIU. Furthermore, I give permission, if necessary, to authorized representatives of FIU, the Conference Office, or the NCAA for the release of any and all information pertaining to the housing arrangements listed above along with the files and records pertaining to my housing. In addition, I understand that if I live in campus housing, then Residential Life, the property manager, or Student Life may release information to ICA regarding any disciplinary allegations made or actions taken or any other matter that may affect my academic success.

_________________________  __________________________
Student-Athlete Signature  Date

A new form must be completed if any of the above information changes.
Please PRINT all the requested information below:

Student-Athlete’s Name: ___________________ Sport: ___________________

NCAA rules and regulations prohibit you from partaking in any sports wagering activity involving ANY intercollegiate, amateur or professional team or contest in a sport that is sponsored by the NCAA. Your involvement may jeopardize your eligibility at Florida International University. Please read the following, as it is important that you, the student-athletes, and Florida International University abide by all NCAA rules and regulations, as the NCAA has “zero tolerance” for any sports wagering activities.

**Student-Athletes and Department of Intercollegiate Athletics Staff employees may not knowingly:**

1. Provide any information (i.e., reports concerning team morale, game plans and injuries of team members) to individuals involved in organized sports wagering activities (which does include a friendly pool) concerning intercollegiate athletics competition, amateur or professional team;
2. Solicit a bet on any intercollegiate, amateur or professional team (e.g., cash, shirt, dinner, etc.);
3. Accept a bet or bribe on, or agreeing to throw, fix or illegally influence the outcome of any intercollegiate athletics contest;
4. Participate in any sports wagering activity that involves intercollegiate, amateur or professional athletics, through a bookmaker, a parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize; or
5. Solicit or accept a bet for a nonmonetary material item (i.e., shirt, dinner) that has tangible value. However, it is permissible for traditional wagers between institutions (e.g., traditional rivalry) or in conjunction with particular contests (e.g., bowl games). Items wagered must be representative of the involved institutions or the states in which they are located.

**This means that:**

1. You may not place any bet of any sort on any college, amateur or professional sports event in a sport that the NCAA sponsors; or
2. You may not give information to anyone who does place bets on college, amateur or professional sports in a sport that the NCAA sponsors.

**That means:**

1. No wager on ANY amateur or professional sporting event in a sport that the NCAA sponsors or college event even if the wager or value of the prize is a “friendly” wager;
2. No sports “pools,” even those run by your family and friends;
3. No internet gambling on sports events;
4. No fantasy leagues;
5. No sports wagering using “800” numbers; or
6. No exchange of information on a team with ANYONE who participates in sports wagering. In other words, no information about injuries, new plays, team morale, discipline problems or anything else.

**Sports wagering activities can be a violation of federal law and can result in a fine and/or imprisonment. If you have any questions regarding these regulations, contact the Athletics Compliance Office.**

By my signature below, I attest that I have read and understand the NCAA regulations regarding sports wagering:

____________________________________________________

Student-Athletics Signature

____________________________________________________

Date
SA STATEMENT OF FINANCIAL SUPPORT FORM

Please PRINT all the requested information below:
Name ___________________________ Sport ______________________

I understand I am a RECRUITED STUDENT-ATHLETE if any of the following occurred:
1. I was provided with an official (expense paid) visit to FIU;
2. An FIU coach or athletics representative had an arranged, in-person, off-campus encounter with me or my parent(s) or legal guardian(s); or
3. I was issued an NLI and/or FIU written office of athletics financial aid.
4. I was recruited  YES ____ NO _____

SCHOLARSHIPS FROM SOURCES OTHER THAN AN FIU GRANT-IN-AID

Other Scholarships: Yes _____ No _____  (If yes, provide as much information below as possible.)

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Amount</th>
<th>Donor</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

1. ___________________________  _______  ___________________________  City/St./Zip________
   Telephone____________________
   Address______________________

2. ___________________________  _______  ___________________________  City/St./Zip________
   Telephone____________________
   Address______________________

3. ___________________________  _______  ___________________________  City/St./Zip________
   Telephone____________________

SUMMER EMPLOYMENT: Did you work this summer?  Yes or No (circle)

Employer: ___________________________  Dates Employed: __________ to __________
Supervisor: ___________________________  Type of Work: ___________________________
Address: ___________________________  Rate of Pay: $ ______ Hours Worked/Week: ______
City/St./Zip: ___________________________  Hourly: ______ Salary: ______ Commission: ______
Telephone: ___________________________  Total Amount Earned: $______ Payment by: ______

Did anyone from FIU help you obtain the job?  If yes, who? ___________________________
OTHER INCOME (Non-Athletic Scholarships, Loans, etc.)

<table>
<thead>
<tr>
<th>Type of Other Income</th>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

STUDENT-ATHLETE STATEMENT OF UNDERSTANDING

*Please read carefully:

I understand that I will be ineligible for intercollegiate athletics if I accept financial aid other than that permitted by the NCAA or Conference Office.

I also understand that if I participate in intercollegiate athletics, I must report the receipt of all grants, scholarships or employment earnings to Florida International University.

I understand that if for any reason the sum of athletic financial aid, other grants, scholarships, or other countable aid exceeds the maximum amount allowed under NCAA legislation, scholastic credits and graduation certificates may be withheld until the excess monies have been repaid.

I certify, upon penalty of ineligibility for intercollegiate athletics, that the above statements are complete and accurate.

_______________________________________  ____________________
Student-Athlete Signature                Date
SA – AMATEURISM VERIFICATION FORM

Please PRINT all requested information below:

Name __________________________________________ Sport __________________________

ALL STUDENT-ATHLETES MUST COMPLETE

1. Have you participated or competed in any competition while not representing Florida International University from the time period of August 2012 through now?  This would include during the 2012-13 academic year if you competed unattached.
   Yes _________ No _________ **If yes, please complete the SA Outside Participation & Competition form to list all outside competition.

2. Have you ever received compensation for your athletic abilities in your sport such as money, a comparable prize, cash based on your place of finish in an event, or compensation for coaching on a fee-for-lesson basis (summer camps are not included)?
   Yes _________ No _________ If yes, complete below:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event/Duty</th>
<th>Amount</th>
<th>Date(s)</th>
</tr>
</thead>
</table>

   (If more than one, write on the back of the form)

3. Have you ever lent your name to any form of commercial advertising such as newspaper, magazine, charities, radio/television appearance, or personal appearances (this does not include local newspaper interviews)?
   Yes _________ No _________ If yes, complete below:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Organization</th>
<th>Purpose</th>
<th>Date(s)</th>
</tr>
</thead>
</table>

   (If more than one, write on the back of the form)

4. Have you ever received any educational expenses (e.g., tuition, room, board and fees) for attendance at a high school or prep school by someone other than your immediate family?
   Yes _________ No _________ If yes, complete below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of School</th>
<th>Amount</th>
</tr>
</thead>
</table>

5. Have you ever signed a contract with a professional team (in any sport), signed or verbally agreed to be represented by a professional sports agent in a sport?
   Yes _________ No _________ If yes, complete below:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Team</th>
<th>Agent</th>
<th>Date(s)</th>
</tr>
</thead>
</table>
6. Have you ever received an inducement (cash or tangible item) to sign with FIU or any other educational institution?

Yes _________  No _________  If yes, complete below:

___________________________________________________________________________

Name of person that gave the inducement?  Affiliation  $ Amount or Item  Date(s)

FOR BASKETBALL STUDENT-ATHLETES ONLY:

6. Did you play in a certified basketball league or tournament this past summer - Summer 2013)?

Yes _________  No _________  If yes, complete below:

______________________________________________________________________________

League or Tournament  Team  Awards/Benefits

______________________________________________________________________________

League or Tournament  Team  Awards/Benefits

ALL STUDENT-ATHLETE SIGN:

Please read carefully

I certify, upon penalty of ineligibility for intercollegiate athletics, that the above statements are complete and accurate. I also understand my responsibility to comply with NCAA, Conference Office, and Florida International University policies and legislation.

____________________________________  __________________________
Student-Athlete Signature  Date
SA – OUTSIDE PARTICIPATION/COMPETITION FORM

Please PRINT all requested information below:

NAME: ___________________________________  SPORT: ___________________________________

Have you, or are you planning to, practice and/or compete with outside team?  YES ___ NO ___

If the answer is “YES” Please complete this form in its entirety. If “NO” simply sign and date.

<table>
<thead>
<tr>
<th>Date</th>
<th>Competition</th>
<th>Meals &amp; Lodging Received (yes or no)</th>
<th>Travel &amp; Transportation Expenses Received (yes or no)</th>
<th>Other Expenses Received (list all)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(If more than one, write on the back of the form)

1) Did you get paid for your participation on any of the teams mentioned above or win any prize or cash based on place of finish in an event?  YES ___ NO ___

If yes, please indicate which team; which event; and what you received:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(2) Were any members of your team paid (e.g. salary)?  YES ___ NO ___

If yes, please indicate which team paid its members:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
(3) Did you sign any type of agreement to participate on any of the teams mentioned above? If yes, for which team and please provide a copy of the agreement signed:  
______________________________
______________________________
______________________________
______________________________

YES ___  NO ___

(4) Did any of the teams you participated on call themselves a professional team?  
If yes, which teams:  
______________________________
______________________________
______________________________
______________________________

YES ___  NO ___

(5) Were any other FIU team members participating on the same team?  
If yes, which team members:  
______________________________
______________________________

YES ___  NO ___

STUDENT-ATHLETE SIGNATURE
Please read carefully.

I certify, upon penalty of ineligibility for intercollegiate athletics, that the above statements are complete and accurate. I also understand my responsibility to comply with NCAA, Conference Office, and Florida International University policies and legislation.

__________________________________________
Student-Athlete Signature

__________________________________________
Date
INCOMING STUDENT-ATHLETE PARTICIPATION HISTORY FORM

All incoming student-athletes must complete this form.

Name: ______________________________________ Sport(s): ________________________________

Social Security Number: ______________________ Date of Birth: _____________________________

High School Graduation Date (month & year): ______________

Registered with NCAA Eligibility Center? Yes ___ No ___

Are you a United States Citizen? Yes ___ No ___

Date of first attendance at Florida International University: Fall/Spring Year: ______________

Date of attendance at any two-/four-year collegiate institution as a full-time student, if not FIU:

Name of Institution: __________________________ Fall/Spring Year: ______________

If you are a transfer student, and this is your first year at FIU, then list any two-/four-year collegiate institutions in which you have registered, enrolled, or attended any classes after high school graduation (do not include summer school).

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Attended</th>
<th>Degree Earned</th>
<th>Athletic Participation</th>
<th>Letter of Intent</th>
<th>Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any schools that you have previously attended during a fall or spring semester. Did you earn a degree at this school? Were you recruited by the school? Did you practice with this school? Did you compete for this school? Number of years you competed for this school? Did you sign a Letter of Intent? Did you receive an athletics scholarship? Years that athletics scholarship was received? Did you receive any other financial aid?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example: State College</td>
<td>From - To</td>
<td>Did you earn a degree at this school?</td>
<td>Were you recruited by the school?</td>
<td>Did you practice with this school?</td>
<td>Did you compete for this school?</td>
</tr>
<tr>
<td>F'99-S'01</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>Yes-No</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

STUDENT-ATHLETE SIGNATURE:

I certify, upon penalty of ineligibility for intercollegiate athletics, that the above stated information is complete and accurate. I understand my responsibility to comply with NCAA, Conference and FIU policies and legislation.

________________________________________
Student-Athlete Signature

________________________________________
Date
SA - AUTOMOBILE INFORMATION FORM

Please PRINT all the requested information below:

Name ___________________________  Sport ___________________________

Will you have or have any use of an automobile/motorcycle available to you this academic year?  
Yes _____ No _____

If yes, please complete the following information:
Year: ___________  Make: ___________________  Model: ___________________
Color: ___________  State Registered: ___________  License Number: ___________

Have you or will you receive/purchase a FIU Parking Permit?  
Yes ____  No ____

Is the vehicle leased or owned?  Lease/Owned  Name of Title Holder: ___________________

Please provided a copy of the Registration to ACO?  Received ___

Relationship of Holder to You. ____________________________________________

If owned, please complete the following information:

Is the automobile/motorcycle paid off?  Yes ____  No _____

If no, who is making the payments? _________________________________________

Relationship of this person to you. _________________________________________

From what individual or dealership was the vehicle purchased? ____________________________

If leased, please complete the following information:

Identify the individual making payments on the lease: ____________________________

Relationship of this person to you. ______  _________________________________________

From what dealership is the motor vehicle/dealership leased? ____________________________

To the best of my knowledge, I certify that the above information is completely accurate.

__________________________  __________________________
Signature  Date

A new form must be completed if any of the above information changes.
Print Clearly or Type Name in Both Spaces Below:

I, _____________________________________, hereby authorize the Office of Student Conduct and Conflict Resolution, and University Housing and Residential Life to release any information regarding my judicial records at Florida International University (FIU) to authorized university officials in the Department of Intercollegiate Athletics. I understand this includes, but is not limited to, police reports, Housing and Residential Life reports, charge letters, mediation sessions, and hearing and appeal outcome letters.

I, _____________________________________, understand judicial records are covered under the Family Educational Rights and Privacy Act, and federal, state and local laws. I understand that by signing below, I waive my rights to this protection, and authorize the release of any judicial or disciplinary information to only those university officials listed below.

________________________________________  ____________________________________________
Student-Athlete’s Signature  Date

Records will ONLY be released to the following individuals.

Pete Garcia  Heath Glick
Director, Intercollegiate Athletics  Chief of Staff, Intercollegiate Athletics

Julie Berg
Senior Associate Director, Intercollegiate Athletics

______________________________________  ________________________________
Print name - Head Coach  Print Sport

Print name - Athletic Compliance Office

All Disciplinary/Judicial Records are protected under the Family Educational Rights and Privacy Act. The release of any judicial or mediation information to another party not listed above without prior written and signed consent of the student is a violation of federal, state and local laws.
SA AUTHORIZATION/CONSENT FOR DISCLOSURE OF PROTECTED
HEALTH INFORMATION TO THE NCAA FORM

I, __________________________ hereby authorize Florida International University (FIU) and

(Print Name)

its physicians, athletic trainers and health care personnel to disclose my protected health information and
any related information regarding any injury or illness or participation related to my training for and
participation in intercollegiate athletics, to the national Collegiate Athletic Association (NCAA) and its
employees or agents.

I understand that my participation and protected health information will be used by the NCAA’s Injury
Surveillance System (ISS), a longitudinal surveillance database maintained by the NCAA, for the purpose
of monitoring injuries resulting from training and participation in athletics. The ISS provides NCAA
committees, athletic conferences, individual schools, and NCAA approved researchers with injury and
participation information that does not identify individual athletes or schools. The data provides the
Association and other groups with an information resource upon which to base and evaluate the
effectiveness of health and safety rules and policy, and so study other sports medicine questions. Selected
de-identified summary (aggregate data also are made accessible to the general public as a service to
further the general understanding of athletic injury patterns.

I understand that my injury/illness information is protected by federal regulations under either the Health
Information Portability and Accountability Act (HIPAA) or the Family Education Rights and Privacy Act
of 1974 (the Buckley Amendment) and may not be disclosed without either my authorization under
HIPAA or my consent under the Buckley Amendment. I understand that by signing this
authorization/consent is voluntary and that my institution will not condition or withhold any health care
treatment or payments, enrolled in a health plan or receipt of any benefits (if applicable) on whether I
provide the consent or authorization requested for this disclosure. I also understand that I am not required
to sign this authorization/consent in order to be eligible for participation in NCAA athletics.

I understand that while HIPAA regulations may not apply to the NCAA’s use or disclosure of my
injury/illness information, the NCAA is committed to protecting my privacy. I understand that the
protected health information and any personal identifiers will be encrypted while being transmitted from
my institution to the NCAA and that all data will be stored on a secure server at the NCAA national office
in Indianapolis, Indiana. I further understand that neither the NCAA nor the ISS will identify my
personally in any publication or disclosure of research of research results.

This authorization/consent for transfer of protected health information expires 545 days from the date of
my signature below, but I have the right to revoke it in at any time by sending a written notification to the
athletic director at my institution. I understand that a revocation takes effect on its request date and does
not affect any action taken prior to that date.

_____________________________   ___________________________   _______________________
Print name of student-athlete       Signature              Date
TRANSFERRING FROM FIU PROCEDURE

Purpose: Student-athletes wishing to transfer from FIU must first receive permission from the Department of Intercollegiate Athletics to speak with any other four-year collegiate institution.

NCAA Bylaw(s):

13.1.1.3 Four-Year College Prospective Student-Athletes
13.1.1.3.1 Written Permission to Speak – Hearing Opportunity
14.5.5.2.10 One-Time Transfer Exception
14.5.5.2.10.1 One-Time Transfer Exception – Hearing Opportunity

Responsibility: Athletics Compliance Office (ACO)
Senior Associate Athletics Director
Head Coaches
Student-Athletes

Procedure:
Before transferring to another four-year institution, there are several steps that the student-athlete should make to ensure he/she is operating within the NCAA rules.

1. The student-athlete needs to request written permission to contact other institutions regarding possible transfer.
2. In sports other than Football, basketball and baseball, in order to be able eligible to compete during the initial year of enrollment at the new institution, FIU would need to grant a waiver of the transfer residency requirement. (i.e. allowing the student-athlete to compete during the first year of transfer).

1. **Written permission to contact another Institution**
   a. Per NCAA rules (Contact – Four Year Colleges), student-athletes wishing to transfer from FIU must first receive written permission from the Department of Intercollegiate Athletics prior to contacting or being contacted by another four-year collegiate institution.
   b. The student-athlete should contact the Head Coach and Julie Berg (Senior Associate Athletics Director) at bergj@fiu.edu, regarding his/her desire to possibly transfer, and submit a written request for permission to contact other institutions. This may be in the form of an email. The Ms. Berg and the head coach will meet with you and then make a decision. **The institution will respond to your written request within seven (7) business days.**
   c. FIU will not grant written permission to our Conference or the State of Florida institutions. In addition, if there is a coaching change and the search is on-going, FIU will not release student-athletes within that sport during that time period. The student-athlete does have the right to appeal this decision.
   d. If permission is granted, the student-athlete must first sign the **SA Relinquishment of Athletics Aid – Transfer Form** before the transfer releases can be sent. The relinquishment of aid is for the following academic year. This form should be presented, explained and signed during your meeting with Julie Berg. Once the signed form is returned the ACO will draft the release and forward it to the requested institutions, the student-athlete may then contact the other institutions about possible transfer. If the student-athlete decides to remain at FIU, he or she is permitted to request an Appeal Hearing (**see Hearing Opportunity**) to regain their athletics aid.
   e. If permission is not granted, the ACO will send written notification to the student-athlete and/or the requesting institution, including Appeal Hearing process. (**See Hearing Opportunity**). Direct or indirect (via a third party) contact with other four-year institutions is prohibited. If the student-athlete transfers to a four-year institution, that institution may not provide athletically related financial aid for the initial year of enrollment.
2. **One-Time Transfer Exception - Release from the one-year residency required (sports other than Football, Basketball, and Baseball).**
   a. Once the transfer institution(s) has been identified by the student-athlete, that institution should send a request for transfer information and relief of the residency requirement to FIU for our completion.
   b. If FIU denies the student-athlete a release from the one-year residency requirement, the student-athlete has the right to request an appeal hearing regarding such decision. The hearing committee must be outside of the athletics department. FIU shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of the receipt of the student-athlete’s request for the hearing. The student-athlete shall be provided the opportunity to actively participate in the hearing. If FIU fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and FIU shall provide written permission to the student-athlete.
   c. If the appeal is successful, and the student-athlete meets all the other academic eligibility requirements at the transfer school, then they would be able to practice and compete immediately.
   d. If the appeal is unsuccessful, or the student-athlete does not meet all the academic eligibility requirements at the transfer school, then they would be eligibility for practice but not competition for one full academic year.

3. **Appeal Process (Hearing Opportunity)**
   a. A student-athlete who wishes to appeal the athletic department's decision not to release a student-athlete to contact another four-year institution or not to grant an exception to the transfer residency requirement, the student-athlete shall submit a written request to the Faculty Athletics Representative (FAR) Dr. Pete Markowitz at markowitz@fiu.edu indicating his/her intent to have an appeal hearing. Once the written request is received, a hearing shall be conducted, and a written determination provided to the student-athlete within fifteen (15) business days. Such written request must include the following:
      i. The student-athlete's name, Panther ID number, mailing address, and sport;
      ii. The student-athlete's reasons for requesting an appeal and the student-athlete's reasons for his/her belief that the athletic department's decision was unfair. Include names of institutional staff members with whom the student-athlete has discussed the transfer; and
      iii. The name of the institution(s) to which the student-athlete may possibly transfer.
   b. The FAR will assemble the Appeal Committee, consisting of members outside the Department of Athletics, and set a date for the hearing.
   c. Once a date has been set for the appeals hearing, the FAR shall notify both the student-athlete, the Senior Associate Athletics Director, and the ACO of the date, time and location where the hearing will take place.
   d. The Department of Intercollegiate Athletics may submit written documentation outlining its position on the matter to the FAR. Such written report shall be submitted within five (5) days of receiving notice that an appeal hearing has been requested.
   e. The FAR will forward all written submissions to the Appeal Committee members.
   f. An appeal hearing will be conducted, at which both the student-athlete and the Department of Intercollegiate Athletics will have an opportunity to present their positions.
   g. After hearing both parties and asking any questions, the Appeal Committee will deliberate in private and render a decision.
   h. The Appeal Committee may decide to uphold or reject the athletic department's decision. In the latter instance, the student-athlete would be permitted to contact other four-year institutions and/or receive a waiver of the one year of residency requirement.
   i. The FAR will provide written notification to both the student-athlete and the Department of Intercollegiate Athletics of the Appeal Committee's decision within the fifteen (15) day window.
   j. The Appeal Committee's decision shall be final.
SA RELINQUISHMENT OF ATHLETICS AID – Transfer Release

Student-Athletes Name: _______________________  Sport: ____________________________

Panther ID: _________________________________  Date: ____________________________

This form letter, if signed by you for one of the two reasons stated below, verifies that you relinquish the right to athletically-related financial aid for the next academic year.

I, _____________________________, am aware and understand that as a result of my request for written permission to contact other institutions regarding possible transfer, and FIU has agreed to grant the aforementioned, that my athletic financial aid will end as of ____________________________.

Print Name

Print Date

However, I recognize that I do have a right to an appeal relative to relinquishment of my athletics aid, by submitting a written request for a hearing opportunity to the Faculty Athletic Representative (FAR) Dr. Pete Markowitz at markowit@fiu.edu, within one month of the completing this form.

I hereby certify that I understand the above mentioned, by requesting the release to contact other institutions regarding possible transfer, FIU has the right not to award athletics aid for the following academic year.

Student-Athlete Signature  Date

Head Coach Signature  Date

Athletics Administration  Date

ACO Signature  Date

Section 4 - Rev. 9/23/2013
TRY-OUT/WALK-ON PROCEDURE

Purpose: To delineate athletic department step by step process for a student to be eligible to participate in an FIU sponsored athletic try-out within applicable FIU, Conference and NCAA legislation.

NCAA Bylaw: 14.3.5.1.2 (Temporary Certification – Non-Recruited Student-Athlete)
17.15 (Medical Exam)
17.1.5.1 (Sickle Cell)

Responsibility: Athletic Compliance Office (ACO)
Student-Athlete Academic Center (SAAC)
Athletic Training Room (ATR)
Head Coach
Walk-On Students
Media Relations Office

Procedure

Try-Out:
1. Coach will set up a try-out day with ACO, ATR and media relations to post at least three (3) weeks prior to the date of the tryout.
2. After the try-out date is posted students wishing to try-out will need to complete Try-Out/Walk-On Checklist Form to assess if they meet the criteria to try-out for a team. On the day of the try-out the ATR will set up an hour slot to review and approve all try-out paperwork. No paperwork will be reviewed out of the pre-arranged time slot.
3. The required criteria on the checklist is:
   • 2.4 or above GPA and verification of full-time status -12 credits as degree seeking student (SAAC);
   • Provide internal medical examination conducted by a US licensed physician. Must include urinalysis, EKG and PPD (ATR);
   • Provide medical insurance that covers participant and does not exclude athletic injuries. Insurance policy must have orthopedic surgeons on plan as participating providers (ATR);
   • Submit a signed “Athletics Try-Out Release” (ATR); and
   • Provide sickle cell test proof or voluntarily declines with signed waiver (ATR).
4. The student shall provide a copy of the checklist to the SAAC, ATR and ACO for appropriate signature. ACO is the last to sign and approve participate cleared for the try-out.

Walk-On:
1. If the student makes the team after the try-out, or is walking on the team at any time during the year (football), after numbers 2 thru 4 is completed, the following additional items are required in order to be cleared to participate with the team:
   • Complete and provide to the ATR the Physical Packet and additional documents including the following forms: Parent Information, First Year Physical Form, Medical History, First Year Health History, First Year Orthopedic History;
   • Obtain and pass orthopedic examination from FIU Orthopedic Physician (in ATR); and
   • Required to meet with ACO staff to complete paperwork and register with the NCAA Eligibility Center (EC) prior to starting any practice related activities with the team.
2. ACO will provide a completed SA Tracking Form while certification is pending. Practice will be permissible, but NO competition or aid given until fully certified.

3. If the student-athlete is cleared by the training room, the training room will contact the ACO via email.

4. The coach must submit a *Change of Status Form* to the ACO showing the addition.

5. Upon completion of all steps the ACO will notify the following offices with a PDF squad list identifying the update in the email body: administration, SAAC, head coach, sport operations contact, athletic business office, FAR, financial aid and registrar’s office. The following offices will receive a JumpForward list with the same information: training room, ticket office, facilities, media relations, marketing, S-A Development, strength and conditioning, equipment room and filed in the ACO.
FIU ATHLETICS
TRY-OUT/WALK-ON CHECKLIST

To try-out for an intercollegiate team at FIU, you must complete the following checklist in its entirety and attach all required documentation. All forms are located at fiusports.com under recruits. Please follow the steps below. All completed packets/forms must be delivered to USCB Arena 156 at the designated time on the try-out notice.

__________________________________________  ____________________________
Name                                                    Date
__________________________________________  ____________________________
Email                                                   Cell #
__________________________________________
Panther ID                                             Sport
Step 1: 2.4 GPA _____ Full-time status (12 credits) _____ Degree Seeking Student ______

Bring this checklist to the Student-Athlete Academic Center (SAAC). Ask for Phil, Angela or Ayssa.

___________________________________________  ____________________________
SAAC Director or Designee                           Date

Find out when the training room is available for the physical via the head coach, then present the following to them on the scheduled date and time.

Steps 2 through 5 are to be completed by the Athletic Training Room.

Step 2: Complete internal medical examination from a US licensed physician. (attach completed and physician signed form. If not utilizing campus Health and Wellness center physician must stamp or include business card for office information.
Step 3: Medical insurance that covers participant and does not exclude athletic injuries. Insurance policy must have orthopedic surgeons on plan as participating providers (attach copy of insurance card).
Step 4: Submit signed “Athletics Try-Out Release Form”
Step 5: Sickle cell test result or voluntarily decline test and sign a waiver (attach proof or signed waiver)

__________________________________________  ____________________________
Signature of Student                               Date
__________________________________________  ____________________________
Signature of Certified Athletic Trainer           Date
__________________________________________  ____________________________
Signature of Athletics Compliance Office          Date (Start of 14 Day grace period)

____________________________ TRY-OUT APPROVED

Note: If the SA is being added to the team, via a Change of Status Form, the SA must complete all athletics compliance paperwork prior to the 14 grace period concluding.
SA 14 OR 45 DAY TRACKING FORM

To: ________________________________
   **Head Coach**

From: Athletics Compliance Office

Date: ______________________________

___________________________________

Student-Athlete's Name

___________________________________

Panther ID Number

___________________________________

Sport

Date

The above named student-athlete is eligible to practice for:

☐ A maximum of 14 days (Grace period before signing NCAA Drug Test Consent Form)
☐ A maximum of 45 days (Non-recruited Student-Athlete)

Start date of practice: ______________________________

Must sign NCAA Drug Testing consent form by: __________________________

Last date of practice: ______________________________

The above name student-athlete is eligible to practice because:

☐ Student-athlete completed the required forms;
☐ Student-athlete is enrolled in a full time (minimum 12 credits) program of study;
☐ Student-athlete is a degree seeking student in a designated major;
☐ Student-athlete has a minimum GPA of 2.4 at FIU; and
☐ Student-athlete has been added to the sport squad list for full certification.

The above named student athlete is NOT eligible to practice because:

☐ Student-athlete is not enrolled in a full time (minimum 12 credit) program of study;
☐ Student-athlete does not have a minimum 2.4 GPA at FIU;
☐ Student-athlete has not signed the NCAA Drug Testing Consent form within 14 day grace period from tryout;
☐ Student-athlete's participation prior to certification (45 day period) has expired;
☐ Student-athlete has not completed all required NCAA and ACO forms; or
☐ Other: __________________________________________________________

___________________________________

ACO Signature

Date
## SA – CHANGE-IN-STATUS FORM

**Sport ____________________________**  
**Coach ____________________________**  
**Date ____________________________**

### ROSTER ADDITIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Panther ID</th>
<th>Student-Athlete Status:</th>
<th>HS</th>
<th>Transfer</th>
<th>FIU Student</th>
<th>NCAA Eligibility Center ID</th>
<th>Was the student-athlete recruited?</th>
<th>YES</th>
<th>NO</th>
<th>Will he/she receive athletic aid?</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
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<th>Name</th>
<th>Panther ID</th>
<th>Student-Athlete Status:</th>
<th>HS</th>
<th>Transfer</th>
<th>FIU Student</th>
<th>NCAA Eligibility Center ID</th>
<th>Was the Student-Athlete Recruited?</th>
<th>YES</th>
<th>NO</th>
<th>Will Receive Athletic Aid?</th>
<th>YES</th>
<th>NO</th>
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### ROSTER DELETIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Panther ID</th>
<th>Effective Date</th>
<th>Reason:</th>
<th>Quit</th>
<th>Medical</th>
<th>Cut</th>
<th>Received Athletic Aid?</th>
<th>YES</th>
<th>NO</th>
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<thead>
<tr>
<th>Name</th>
<th>Panther ID</th>
<th>Effective Date</th>
<th>Reason:</th>
<th>Quit</th>
<th>Medical</th>
<th>Cut</th>
<th>Received Athletic Aid?</th>
<th>YES</th>
<th>NO</th>
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</table>

Please make the necessary adjustment to my team's NCAA Squad List and notify the appropriate University officials of this change.

**Head Coach ____________________________**  
**Date ____________________________**

*Please return to Athletics Compliance Office*

**ATHLETICS COMPLIANCE OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>Athletic Hold/Code Participation</th>
<th>Entered on NCAA Squad List</th>
<th>Roster Updated</th>
</tr>
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<tbody>
<tr>
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</table>

Completed by: ____________________________  
**Date: ____________________________**
END OF YEAR TEAM MEETINGS PROCEDURE

Purpose: All student-athletes will receive rules education pertaining to NCAA legislation prior to their departure from campus during the summer. These meetings will also cover “out of season” athletically related activity.

NCAA Bylaws:

13.11.3.9 Required Summer Athletics Activities – MBB
13.11.3.9.2 Mandatory Medical Examination – Summer
17.02.13 Voluntary Athletically Related Activities
17.1.6.2 Weekly Hour Limitations – Outside the Playing Season
17.1.6.2.1 Institutional Vacation Period and Summer
17.1.6.2.1.1.4 Summer Athletic Activities – MBB
17.1.6.2.1.1.4.1 Exception to Summer School Enrollment – Academic Req. – MBB
17.1.6.2.1.1.4.2.1 Application to Transfer SA - MBB
17.6.1.1 SA Voluntary Workout Session - By Individual Sport
12.4.1 Employment
16 Extra Benefits
12 Amateurism

Responsibility: Athletics Compliance Office (ACO)
Head Coaches
Student-athletes

Procedure:

1. The ACO contacts each sport head coach and sport administrator to schedule end of the year meetings with their student-athletes with eligibility remaining. Sports should respond by April 1 DEADLINE.
2. The end of year meeting must be conducted PRIOR to the student-athletes leaving for the summer.
3. The ACO also invites other related departments (training, strength and conditioning, etc…) to attend the meeting if they have out-of-season announcements.
4. The ACO conducts an educational presentation with each team to obtain summer contact information, and review pertinent legislation.
5. Summer contact information is filed in ACO and a copy given to the Head Trainer.
6. ACO staff review out-of-season practice, voluntary practice, summer athletic activities MBB, safety exception, summer facility use, summer employment, summer leagues/teams, extra benefits and amateurism rules with coaches and student-athletes.
7. For individual sports and men’s basketball, ACO staff review the rules regarding permissible athletics activities during the summer.
8. Basketball staffs much submit the completed Summer Athletics Activities Declaration Form to the ACO for approval prior to commencing any summer practice activities. Also see Section 7 (Page 15).
# Basketball - Summer Athletics Activities Declaration

<table>
<thead>
<tr>
<th>Student-Athlete's Name</th>
<th>Summer School Y/N</th>
<th>Exception</th>
<th>Physical &amp; Sickle Cell Y/N</th>
<th>Drug Testing Consent &amp; SA Statement Y/N</th>
<th>Dates</th>
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<thead>
<tr>
<th>Prospect SA's Name</th>
<th>Summer School Y/N</th>
<th>Pysical &amp; Sickle Cell Y/N</th>
<th>Drug Testing Consent &amp; SA Statement Y/N</th>
<th>Dates</th>
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Head Coaches Signature  
Date

ACO Signature  
Date
STUDENT-ATHLETE AND PSA EMPLOYMENT PROCEDURE

Purpose: To ensure that student-athletes are employed consistent with the provisions of applicable NCAA legislation.

NCAA Bylaws: 12.4.1 Criteria Governing Compensation to Student-Athletes
12.4.1.1 Athletics Reputation
12.4.2.3 Athletic Equipment Sales
13.2.3 Employment of Prospective Student-Athletes
15.2.7 Employment

Responsibility: Student-Athletes
Athletic Compliance Office (ACO)
Coaches

Procedure:

Coaching Staff

1. Coaching staff members are permitted to help and arrange legitimate employment opportunities for student-athletes.
2. The coach should provide a copy of the Student-Athlete Employer Agreement form to the prospective employer and it must be completed and signed by the employer and the student-athlete(s), then submitted to the Athletics Compliance Office (ACO) for review and approval, prior to hiring a student-athlete.
3. Please note that student-athletes cannot be employed by or sell athletics equipment per Bylaw 12.4.2.3.
4. Once the ACO and reviewed and approved the employment, a copy of the form will be given to the employer, the student-athlete, the coach and the original will be filed in the ACO.
5. The ACO will periodically conduct spot checks with the employer to ensure that the employment is legitimate and ensure the student-athlete is being compensated only for the work performed.

Student-Athlete

1. Prior to engaging in employment, any student-athlete who wishes to work must complete a Student-Athlete Employment Agreement. This form requires the signatures of both the Head Coach and ACO.
2. Further, prior to the commencement of employment, the student-athlete and the employer must sign a written statement, Employment Verification Form to be kept on file with the ACO which specifies the following:
The student-athlete may not receive any remuneration for the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he or she has attained because of athletics ability:
- The student-athlete is to be compensated only for work actually performed, and
- The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.
# SA/PSA EMPLOYMENT AGREEMENT

## STUDENT-ATHLETE INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Panther ID#</th>
<th>Sport</th>
<th>Phone Number</th>
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<tbody>
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</table>

## EMPLOYMENT INFORMATION

<table>
<thead>
<tr>
<th>Company’s Name</th>
<th>Supervisor’s Name</th>
<th>Type of Position/Duties</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Employer's Address</th>
<th>Employer’s Phone Number</th>
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<thead>
<tr>
<th>On or Off Campus?</th>
<th>Estimated Hrs / WK</th>
<th>Hourly wage? Amount?</th>
<th>Start Date</th>
<th>Estimated End Date</th>
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<thead>
<tr>
<th>Did anyone in the athletic department help you attain this job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, whom?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did anyone else assist you with finding this job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what is your relationship to this individual?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What method of transportation will you use to get to and from work?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Form of Payment? (Circle One) CASH? CHECK? Other?</th>
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</thead>
<tbody>
<tr>
<td>Will you earn commission or tips? YES NO</td>
</tr>
</tbody>
</table>

## STUDENT-ATHLETE AND EMPLOYER SIGNATURES

Please review the conditions below. Your signature indicates your agreement that:

1. The student-athlete may not receive any compensation based upon the publicity, reputation, fame or personal following that he or she has obtained because of athletic ability;
2. The student-athlete shall be compensated only for work actually performed;
3. The student-athlete shall only be compensated at a rate commensurate with employees performing similar duties in your company/business and locality;
4. The student-athlete cannot be employed by or sell athletics equipment; and
5. The employer and student-athlete will make available for review and inspection, by an authorized representative at the NCAA, Conference, or FIU, copies of all documents, earnings statements and other records related to the employment each pay period.

____________________________________
Student-Athlete Signature/Date
(I authorize FIU Athletics Compliance Office to access my payment history)

____________________________________
Employer Signature/Date

______________________________
Athletics Compliance Office Signature/Date

______________________________
Head Coach Signature/Date
STUDENT-ATHLETE FEE-FOR-LESSON
COMPENSATION PROCEDURE

Purpose: To ensure student-athlete fee-for-lesson are in accordance with NCAA rules and regulations.

NCAA Bylaw: 12.4.2.1 Fee-for-Lesson Instruction

Responsibility: Athletics Compliance Office (ACO)
Student-athlete
Head Coach
Operations

Procedure:

1. The student-athlete completes and submits to the ACO the Student-Athlete Fee-for-Lesson Compensation Form.
2. ACO reviews the form, if approved, ACO informs the student-athlete via email.
3. The form is filed in the ACO.
This form must be completed prior to any student-athlete’s participation in, or the receipt of payment from, any fee-for-lesson instruction in the student-athlete’s sport to ensure compliance with the provisions of NCAA Bylaw 12.4.2.1.

A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided:

a) Institutional facilities are not used;
b) Playing lessons are not permitted;
c) The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee charged for the lesson(s) provided during any time of the year;
d) The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity;
e) Instruction to each individual is comparable to the instruction that would be provided during a private lesson(s) when the instruction involves more than one individual at a time; and
f) The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

TO BE COMPLETED BY THE STUDENT-ATHLETE:

Name: _____________________________  Sport: ____________  Year in School: ____________

Name of Lesson Recipient: _____________________________  Date(s) of Lesson: ____________

Location of Lesson (Facility): __________________________________________________________

Cost of Lesson: ________________________________________________________________

Person Responsible for Payment: _____________________________

Relationship to Lesson Recipient: ____________________________________________________

Payment Type (e.g., cash, check): ___________________________________________________

Is payment through a club (e.g., country club):  □ YES  □ NO

If so, please name club: ____________________________________________________________

By my signature below, I certify that the above information is complete and accurate, and that I have followed all applicable NCAA regulations concerning fee-for-lesson compensation.

____________________________________  _______________________________________
Student-Athlete Signature  Date

ACO Approval:

____________________________________  _______________________________________
ACO Signature  Date
SUMMER WORKOUTS
PROCEDURE

See - Section 7 – Bylaw 17

SUMMER LEAGUES/TEAMS
PROCEDURE

See - Section 7 – Bylaw 17