

**INTERCOLLEGIATE ATHELETICS HIGH-RISK COMPLIANCE GROUP
FINANCIAL AID MONITORING PLAN**

Category / High-risk Area: Student-athlete Management / Financial Aid

Responsible Party: Athletic Director

Source: NCAA Bylaw 15

Risk: Non-compliance may render prospective Student-athlete permanently ineligible for intercollegiate athletics at the institution. Instances of overawarding financial aid could also result in a major violation for the institution and coupled with unfavorable publicity, could damage the athletic department's reputation.

Specific Risk	Operating Control	Evidence of Control	Supervisory Control	Evidence of Control	Oversight Controls	Evidence of Control
Overawarding						
Over awarding above team and individual maximums.	<p>All scholarship awards and payments are processed through the Financial Aid Office and comply with accounts receivable billing procedures</p> <p>Student- athlete required to sign outside- aid form.</p> <p>Student-Athletes complete employment form and returns to Compliance office. Employer also signs off on form showing information is correct.</p> <p>Student-athletes required to submit payroll information.</p> <p>Athletic Compliance Director and/or Business Manager approve Grant-in-aid to be offered prior to Athletic Director's signature.</p> <p>Financial Aid Office determines and approves on or off campus room and board costs</p>	<p>All scholarship payments are supported by Grants-in-Aid and Requests for Disbursement of Scholarship/Fellowship Awards. All grant-in-aids are approved by Financial Aid Office.</p> <p>Outside-aid form.</p> <p>Employment form signed by both student-athlete and employer.</p> <p>Student-athlete payroll information.</p>	<p>Financial Aid loads athletic scholarships to computer system to ensure no over awards.</p> <p>Squad lists are prepared by Athletic Department using the NCAA Compliance Software.</p> <p>Athletic Department will review Financial Aid report and squad list for appropriateness.</p> <p>Athletic Department reviews the outside-aid form and ensures amounts are appropriately applied.</p> <p>Someone selects a sample of student-athletes to verify signed copies of outside employment and disclosure of outside aid forms exist. For student-athlete employed verify the institution is monitoring payroll information and the employment arrangement is appropriate.</p>	<p>Financial Aid report that shows over awards.</p> <p>Squad lists approved by Athletic Department and Financial Aid Office.</p> <p>Signature from Athletic Department and Financial Aid on Outside-aid form.</p> <p>Memorandum summarizing results of review.</p>	<p>The Institution's conference will check squad lists for completeness and no over awards.</p> <p>Someone selects a sample of student-athletes and determine:</p> <ul style="list-style-type: none"> ?? All types and sources of aid have been properly included or excluded from the individual limit calculation; ?? Appropriateness of the institution's cost of attendance; ?? Student-athlete did not receive more financial aid than cost of attendance; ?? Institution provided financial aid permitted by NCAA (i.e. cost of tuition, required fees, room and board, and books); and ?? Cost of training table meals was deducted from broad allowance. <p>Someone selects a sample of equivalency sports and determine:</p> <ul style="list-style-type: none"> ?? All countable aid was included and updated for any adjustments; 	<p>Negative Assurance. Conference will notify Institution if over award occurs.</p> <p>Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.</p>

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		<p>Tracking system on grant-in-aids offered by sport.</p> <p>Statement of costs from Financial Aid Office</p>			<p>?? Correct value for full grant-in-aid was used; and</p> <p>?? Sum of equivalency values do not exceed maximum limit per sport.</p> <p>Select a sample of student-athletes to ensure proper classification as counter and non-counters based on recruitment status, type of aid, and sport played. If student-athlete played multiple sports, verify student-athlete only counted in one sport per NCAA hierarchy.</p>	