

Policy on Student Athletic Financial Aid Appeals

If a student-athlete's athletic aid has been reduced, canceled, or not renewed, they must be provided written notice of an opportunity for a hearing (NCAA 15.3.5.1).

A student who wishes to appeal any decisions related to his/her athletic financial aid shall submit the *Student-Athlete Appeal Petition Form* to the Financial Aid Office. This request shall include:

- ◆ Student's Name, WSU ID, Year in School, Sport;
- ◆ Type and amount of previous financial aid;
- ◆ Reasons for believing that the decision was unfair or unjustified;
- ◆ Include names of institutional staff members the student has discussed the aid;
- ◆ Copies of any relevant documents supporting appeal
- ◆ The student may request an in-person hearing or written appeal process only.

An appeal must be submitted to the Financial Aid Office within 14 days after the student receives the cancellation or reduction letter.

Appeals Committee

The appeals committee consists of three staff members from student service departments. Members are selected by the Director of Financial Aid. Each member serves a one-semester term. The Assistant Director in the Financial Aid Office arranges the meeting times and locations.

Appeal Procedures

- ◆ Within two weeks after receiving a non-renewal or reduction letter, the student-athlete submits the *Student-Athlete Appeal Petition Form* to the Financial Aid Office.
- ◆ *The Student-Athlete Appeal Form* includes the items listed in the policy section above.
- ◆ The Assistant Director notifies the athletic department, and appeals committee of the request.
- ◆ Scheduling is based on the student-athlete's request for type of appeal (written or in-person hearing).
- ◆ A hearing is scheduled immediately.

Following the hearing, one of the two actions is taken:

- If the financial aid appeals committee finds that the decision to reduce, cancel, or not renew is **not** a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is immediately denied.
- If the financial aid appeals committee finds that the decision to reduce, cancel, or not renew aid is a violation of the rules, regulations and institutional policies, the appeal is immediately approved. The financial aid is then made available to the student as soon as possible.

The Committee's decision is final.

ATHLETIC SCHOLARSHIP APPEAL PROCESS

Appeal Instructions:

1. The attached Award Appeal Form must be completed.
2. You may submit supporting documentation if appropriate, with your petition.
3. If you wish to have a hearing, please indicate at bottom of the Award Appeal Form
4. Upon review, additional information may be requested by the committee.

Your award appeal form must be returned by *(2 weeks subsequent to receipt of form)*. Return the completed appeal petition and supporting information to:

Joy Scourey, Assistant Director
Office of Financial Aid and Scholarships
Washington State University
380 Lighty Student Services Bldg.
Pullman, WA 99164-1068
scourey@wsu.edu 509-335-0209

Appeal Options

(Timelines are based on when financial aid is notified student is appealing)

OPTION A. Written Appeal

1. Your written appeal form is directed to the Chair of the appeals committee within 2 weeks.
2. The coach also provides a written statement to the committee within 2 weeks of notice that you wish to appeal.
3. A copy of each statement is immediately sent to the opposite party.
4. The coach and student-athlete may send back a rebuttal statement within 2 weeks.
5. The committee will review all the documents and reach a decision within two weeks of receipt all final documents.
6. The chairperson will issue the committee's response to you in writing as soon as possible.

OPTION B. Formal Hearing

1. Your written appeal form is directed to the Chair of the appeals committee within 2 weeks.
2. The coach/athletic department also provides a written statement to the committee within 2 weeks after being notified that student wishes to appeal.
3. The Financial Aid Office will notify all parties to schedule a hearing within 2 weeks after receipt of coach/athletic department statement. Note that a teleconference hearing is an option.
4. All parties will be notified of the time and place of the hearing.
5. Each side will present their information to the appeals committee. Note that you must notify the Financial Aid Office if you intend on having legal representation present during the appeal hearing.
6. Subsequent to the hearing, the chairperson will issue the committee's response to you in writing as soon as possible

