



ECU Athletics

Rules Education – NCAA Rules Related to the Financial Aid Appeal Process

Student-athletes on athletic aid may have their award reduced/canceled during the period of the award (fall – spring) or reduced/nonrenewed at the end of the academic year (after the spring term). *Please reference the Financial Aid Reduction/Cancelation Resource for rules pertaining to how athletic aid can be reduced/canceled/nonrenewed.*

If a student-athlete's award is reduced/canceled during the period of the award or reduced/nonrenewed for the following academic year, the student-athlete shall have the opportunity of an appeal hearing. Reference Bylaw [15.3.2.3](#) and [15.3.7.1](#) [provided below].

- If an exhausted eligibility* student-athlete's athletic award is nonrenewed at the conclusion of the academic year, an appeal hearing opportunity is not required.
 - o *Exhausted eligibility means the student-athlete competed in four seasons in his/her sport or his/her five-year clock has expired.

NCAA Bylaws:

- **15.3.7.1 Institutional Obligation. [A]**

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year **and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 12.8) whether the grant has been renewed or not renewed for the ensuing academic year.** Notification of financial aid renewals and nonrenewals must come from the institution's regular financial aid authority and not from the institution's athletics department. (Revised: 1/10/95, 8/7/14)

 - The Office of Financial emails the renewal document to all student-athletes who have been renewed **[email letter attached]**.
 - The Office of Financial Aid mails the nonrenewal letter to any student-athlete [with eligibility remaining] who was designated as being nonrenewed for the following academic year.
- **15.3.2.3 Hearing Opportunity. [A]**

The institution's regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year or years. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee. The written notification of the opportunity for a hearing shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. (Revised: 1/9/06 effective 8/1/06, 4/3/07, 4/23/08, 8/7/14)

 - o **Who is the regular financial aid authority at ECU?** - Director of Financial Aid, Julie Poorman
 - o **How is the student-athlete notified of the appeal hearing opportunity?** – A letter is sent from the Office of Financial Aid to the student-athlete. The instructions of the appeal process are included in this letter **[cancelation/reduction/nonrenewal letter attached]**.
 - o **How is athletics notified of an appeal hearing request?** – Julie Poorman will email the Senior SAAC Committee Chair and copy the Senior Associate AD/Compliance on the email.

- **After the student-athlete requests for an appeal hearing, are there additional instructions provided to the student-athlete?** – Yes. Julie Poorman will provide the meeting details and additional instructions. For example, Ms. Poorman will state the following to the student-athlete:
 - “If you have any documents, emails, texts or other supporting materials about why your scholarship should NOT be cancelled, you are welcome to send them to Rachel Baker (the person who sends you the email invite). Do it soon since she will scan anything you wish to provide to the committee for their review. You may have a parent or other support person there with you, but you must speak to your own case. I urge you to write down what you want the committee to know so that your appeal appears to the committee to be thoughtful and reasonable.”
- **During the appeal hearing, who can be present on behalf of athletics?**
 - Head Coach, his/her representative from staff, Sport Administrator, and the Senior Associate AD/Compliance. *We have requested that university legal be present for one of our requests in the past, and we were told that university legal should not be present.*
- **During the appeal hearing, is the student-athlete and athletics department staff present at the same time?**
 - Typically, no. We were informed that the student-athlete or athletics staff can request to present their case without the other party in attendance.

- **15.3.2.3.2 Athletics Department Staff as Member of Committee. [A]**

An institution's athletics department staff member may be a member of a committee (other than an athletics department or faculty athletics committee) that conducts hearings related to the nonrenewal or reduction of a student-athlete's financial aid. Under such circumstances, the athletics department staff member must be a standing member of the committee and may not serve as a member of a committee only for a specific student-athlete's hearing. (Adopted: 4/3/07, Revised: 8/7/14)

- ECU does not have any athletics department staff member on the student appellate committee.



Subject: Renewal of Athletic Aid

Dear Student-Athlete;

It is a pleasure to inform you that East Carolina University has renewed your athletics award for the **2020-21** academic year.

To view your financial aid award, log onto ECU Pirate Port at: <https://pirateport.ecu.edu/connect>

Then follow the steps below:

1. Select the Tools Tab
2. Select the Banner Self-Serve option
3. Select the Financial Aid option
4. Select the Award option
5. Select the Award for Aid Year.

The grant-in-aid is awarded under the rules of the American Athletic Conference (AAC) and the National Collegiate Athletic Association (NCAA). By those rules, an athletics scholarship is awarded for only one academic year unless otherwise indicated on your Athletic Scholarship Agreement. Further, this ECU athletics scholarship does not guarantee summer school athletic aid or fifth year athletic aid.

You should understand that if you withdraw from the university or are suspended from the University, your award will be cancelled and the renewal of your award when you return to the University is not guaranteed. You should also be aware that your athletics scholarship may be immediately reduced or cancelled if you (a) render yourself ineligible for intercollegiate competition; (b) fraudulently misrepresent any information on an application, letter of intent or financial aid agreement; (c) engage in serious misconduct warranting substantial disciplinary penalty; (d) voluntarily (on your own initiative) withdraw from your sport at any time for personal reasons; (e) violate a nonathletically related condition outlined in the financial aid agreement or violate a documented institutional rule or policy (e.g., academics policies or standards, athletic department, or team rules or policies); or (f) provide written notification of transfer* to the appropriate Athletics Department Administrator. *If the student-athlete provides written notification of transfer, the student-athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.

NCAA regulations restrict the total amount of financial aid a student-athlete and the sports team may receive. We will keep track of all aid awarded by ECU, **but if you receive other aid, you are expected to notify both your coach and the Office of Student Financial Aid so that you can maintain eligibility.** If you have questions about financial aid, you may contact me or the Office of Compliance.

If you receive financial aid in an amount that exceeds what you owe to the University for tuition & fees, room & board and/or other miscellaneous expenses, a refund will be issued to you.

If emailing our office, please only use your official ECU email address and include your Banner ID.

Sincerely,
Office of Student Financial Aid
East Carolina University
Mail Stop 510
2103 Old Cafeteria Complex
Greenville, NC 27858
Voice: 252-328-6610
Fax: 252-328-4347
faques@ecu.edu
www.ecu.edu/financial
Office Hours: 8:00am to 5:00pm Monday, Wednesday, Thursday, Friday
9:30am – 5:00pm on Tuesday

Due to Federal Privacy Regulations regarding email and the protection of your personal information, we urge you to send documents to our secure FAX at 252-328-4347 or mail all documents.
For materials that may contain a social security number, please cover or remove all but the last four digits. For materials with the date of birth, please cover or remove the year.

*Julie Poorman, Director
Office of Student Financial Aid*

*Alex Keddie
Senior Associate AD/Compliance*



**Office of Student Financial Aid
Division of Academic Affairs**

Mail Stop 510 | East Carolina University | Greenville, NC 27858-4353
252-328-6610 office | 252-328-4347 fax | faques@ecu.edu | www.ecu.edu/financial/

April 11, 2019

Dear

I regret to inform you that based on the East Carolina University Athletic Department's recommendation your athletic grant-in-aid for 2019/20 Academic Year has been cancelled. It is my understanding that you have discussed this situation with a representative from the Athletic Department.

If you wish to appeal this decision, please submit an email explaining the basis of your appeal to me by April 25, 2019. The East Carolina University Faculty Senate Student Academic Appellate Committee is responsible for reviewing your appeal. We will notify you of their decision.

If you have any questions concerning this matter, please do not hesitate to contact me at 252-328-6610.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Poorman", with a long horizontal flourish extending to the right.

Julie Poorman
Director

Enclosure

cc: Student File (B01207294)

POLICY AND PROCEDURE FOR ATHLETIC HEARING

WHEN GRANT-IN-AID IS CANCELLED/REDUCED

You have the right to appeal the cancellation/reduction of your Grant-In-Aid for the 2019/2020 academic year. You must appeal the decision within fourteen days from the date of written notification of cancellation/reduction.

Notify the Student Financial Aid Office, in writing, you want to appeal and submit your appeal letter.

The Director of Student Financial Aid forwards your appeal letter to the Athletic Compliance Coordinator.

The Director of Student Financial Aid will request that the Faculty Senate Academic Appellate Committee conduct a hearing. The hearing is in-formal, and as such, it is expected that the student athlete and coach represent themselves.

You and the coach will be expected to give testimony and/or answer questions put to you by the committee members.

The Director of Student Financial Aid and Athletic Department Compliance Officer are responsible for appraising the Faculty Senate Academic Appellate Committee of NCAA regulations.

After both sides are heard, the coach and student are excused.

The Director of Student Financial Aid will inform the student of the committee's decision in writing.