This handbook is designed to address financial aid questions for Student-Athletes at UNCW. Additional information can be obtained by contacting the Office of Scholarships & Financial Aid and the Department of Athletics Compliance Office.
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VISION

The Office of Scholarships & Financial Aid will be recognized among the 17 UNC systems Schools as a leader in providing exemplary service and financial resources that allow all students the opportunity to attain personal and educational goals.

MISSION

The Office of Scholarships & Financial Aid is committed to supporting the University of North Carolina Wilmington’s heritage by:

1. Providing access to higher education by effectively managing federal, state, institutional and private resources;
2. Pursuing innovative awarding strategies to help recruit, and graduate a diverse and talented student body; and
3. Preparing students with the financial knowledge and resources that will allow them to contribute to the enhancement of state, national, and global communities.

VALUES

Access & Affordability

We are committed to increasing student access by reducing financial barriers for our students to improve their quality of life and to enhance a global economy.

Stewardship & Accountability

We are committed to efficient program administration through management systems, policies, and procedures that support effective service to all constituents while ensuring regulatory and statutory compliance.

Service & Education

We are committed to providing quality scholarship and financial aid information and counseling services to a diverse student population.

Innovation & Excellence

We are committed to providing innovative, creative, state-of-the-art systems and processes, which enable optimal staff productivity and excellence in service to our constituents.
Welcome

Athletic scholarships are awarded by the Head Coach of each sport in the athletic department. To view the intercollegiate sports offered at University of North Carolina Wilmington, please see the Athletic Department website. For more information regarding financial aid opportunities for athletes, please consult the information listed below.

Financial Aid

All student-athletes have an assigned Financial Aid Counselor in the Office of Scholarships & Financial Aid that is responsible for processing and monitoring all financial aid awarded for student-athletes. If you have athletic related questions about financial aid and/or outside scholarships, please contact the following:

Denise Gattison
Financial Aid Counselor, Athletic Aid
(910) 962-7102
gattisond@uncw.edu

Dr. Ixchel M. Baker-Tate
Director, Scholarships & Financial Aid
(910) 962-1112
tatei@uncw.edu

The Office of Scholarships & Financial Aid is located in the Warwick Center, Room 140.

If you have questions about NCAA Initial Eligibility, please contact the following:

Sandy Williford
Director of Compliance
(910) 962-7095
willifordm@uncw.edu

Kenneth Jones
Compliance Coordinator
(910) 962-2756
jonesk@uncw.edu

The Compliance Office is located in Trask Coliseum.

Period of Institutional Financial Aid Award

One-Year Limit Period. Where a student-athlete's athletic ability is taken into consideration in any degree in awarding financial aid, such aid (Athletic scholarship) shall not be awarded for a period in excess of one academic year.

Exception to the One-Year Award Period

- If the student is a mid-year enrollee;
- If the student is in their final semester of their degree program;
- One time during a student-athlete’s enrollment, he/she may be awarded a one term award, provided they have been enrolled full-time for at least one regular academic term, and have not received athletic aid previously from the institution;
- If the student has exhausted eligibility or is a Medical Non-counter.
Elements of Financial Aid

Financial aid has two major elements for student-athletes:

1. Athletics Grant-in-Aid
2. Federal Financial Aid

These two elements make up the entire financial aid package for a majority of student-athletes. What you receive in an athletics grant-in-aid affects what you can receive from federal financial aid (loans, institutional grants) and vice versa.

The NCAA and the Colonial Athletic Association (CAA) Conference regulate the athlete’s grant-in-aid amount. A full text of all rules is available for review through the Athletics Compliance Office. Among these rules, a few have particular importance to student–athletes. These rules are discussed in the athletics grant-in-aid section below. The Department of Education regulates the federal financial aid limits. There are also a number of rules that apply in receiving financial aid from the Department of Education. A few of the more important rules are discussed in the federal financial aid section below. These two elements interact with each other.

As student-athletes, the maximum amount of all types of financial aid you can receive is the amount that equals the athletics grant–in–aid or cost-of-attendance, whichever is less. There are certain types of financial aid that allow a student-athlete to be awarded aid above the athletics grant-in-aid amount. Some of the more common types of aid that fall into this category include Federal Direct loans (subsidized, unsubsidized and PLUS loans), Pell Grants, honorary academic awards, employment, and parent or guardian contributions.

Athletics Grant-in-Aid

Athletics grant-in-aid consists of tuition, required fees, course related books, and room and board. Note that the room and board budget is set using a weighted average of all on campus, student housing facilities and the meal plan.

Federal Financial Aid

Federal Financial Aid consists of loans and grants. **While work-study is available for all campus students, student-athletes are not eligible to receive work-study awards.** Federal financial aid may be offered for no less than a semester and no longer than two semesters at a time. Note that the FAFSA filed for the current academic year is used in determining eligibility for the summer term. For example, the 2013-2014 FAFSA will be used to determine eligibility for the Fall 2013, Spring 2014 and Summer 2014 semesters. A student must complete a supplemental summer session application on-line at [www.uncw.edu/finaid](http://www.uncw.edu/finaid) to be considered for summer aid.

In order to maintain your eligibility for your Athletic Grant-in-Aid and/or receipt of Federal Title IV Financial Aid, you must maintain Satisfactory Academic Progress (SAP). The standards for SAP are outlined on the financial aid website. Satisfactory Academic Progress is monitored at the end of each academic term (i.e. Fall, Spring, and Summer) and requires a student to maintain a minimum 1.75 cumulative GPA for less than 45 hours of earned academic credit and a minimum 2.0 cumulative GPA for 46 or more hours of earned academic credit. In addition to the Quantitative measure of GPA, a student must also meet a Qualitative measure by completing a minimum of 67 percent of all attempted hours. Transfer hours are not included in the qualitative measure, but are counted towards Maximum Timeframe for degree/certificate completion. Maximum Timeframe requires that
a student not attempt more than 150% of the total credits needed to complete his/her degree or certificate program. For example, if the degree program requires 124 hours for completion, a student may not attempt more than 186 credit hours using financial aid.

Applying for Federal Financial Aid

Many student-athletes apply for federal financial aid to fill the gap between their athletics grant-in-aid award and the estimated cost of attendance budget set by the Office of Financial Aid & Scholarships. Note that an athletics grant-in-aid does not include any indirect cost components such as transportation, miscellaneous expenses, and/or health insurance.

### 2013-14 Cost of Attendance Budgets

<table>
<thead>
<tr>
<th></th>
<th>Athletic Grant-in-Aid</th>
<th>Cost of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$ 6,343</td>
<td>$ 18,479</td>
</tr>
<tr>
<td>Room</td>
<td>5,704</td>
<td>5,704</td>
</tr>
<tr>
<td>Board</td>
<td>3,396</td>
<td>3,396</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Transportation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$16,243</strong></td>
<td><strong>$28,379</strong></td>
</tr>
</tbody>
</table>

To apply for grant funds and loans, a Free Application for Federal Student Aid (FAFSA) must be completed. If you filed the FAFSA before May 1, 2013, the UNCW Office of Scholarships & Financial Aid may already have your information on file. If you have not yet filed the FAFSA, please do so soon. You are strongly encouraged to file the FAFSA electronically at [www.fafsa.gov](http://www.fafsa.gov) to expedite the process. Remember that a FAFSA must be filed for each new award year. Parent and student tax information for 2012 will be needed to file a FAFSA for the 2013-2014 academic year.

Inquiring About Your Financial Aid Status

If you have questions about financial aid being ready for Fall 2013 or about your financial aid status in general, you may contact Denise Gattison at (910) 962-7102 or [gattisond@uncw.edu](mailto:gattisond@uncw.edu)

**PELL GRANT**

Federal Pell Grants are need-based grants and eligibility is determined by parent and student information submitted on the FAFSA. You may qualify for additional financial support over and above your scholarship. The maximum award for the 2013-14 year is $5645. How much you are awarded will not only depend on your EFC (Expected Family Contribution), but also on your cost of attendance and your enrollment status.
FEES

Some additional fees, may be charged to your student account. Contact Denise Gattison, Financial Aid Counselor - Athletics, (gattisond@uncw.edu) or (910) 962-7102) and she will help you determine which fees the Athletics Department is allowed to pay under NCAA regulations and your athletics scholarship specifications.

Examples of fees that are not covered by an athletic scholarship are: health insurance, bookstore “bucks”, room upgrades, damage deposits, library or other fines, parking tickets, parking fees, yearbook, late fees, etc. If you are receiving a stipend, such fees will be automatically deducted from those funds. Otherwise, you are responsible for paying fines and fees on time. If they are delinquent, they will be charged to your student account and registration holds may be incurred.

PAYING TUITION AND MANDATORY FEES

If you are a student whose parent pays the tuition, no billing notice is mailed to them; however, you can grant them access to your E-bill account as an authorized user. It is your responsibility to access your account and pay. If you do not provide authorization for your parents through E-bill please provide them with information regarding your bill so the account can be paid on time in order to avoid late fees. For questions regarding billing, please contact the Office of Student Accounts at (910) 962-4280.

How Types of Aid Count for Student-Athletes who are Counters

<table>
<thead>
<tr>
<th>TYPE OF AID</th>
<th>INDIVIDUAL LIMIT</th>
<th>TEAM LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Honor Award</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Aid based on Athletic Ability</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>ÁmeriCorps Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Athletics Grant</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Athletics participation Compensation</td>
<td>Yes, if still eligible</td>
<td>No</td>
</tr>
<tr>
<td>Dependents Education Assist</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Disabled Veterans Award</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Educational Expenses USOC/NGB</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Employment</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Government Grants, institutionally administered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Government Grants, not institutionally administered</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Honorary Academic Award</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Institutional Grant or Scholarship</td>
<td>Yes</td>
<td>Yes (if a counter)</td>
</tr>
<tr>
<td>Legitimate Student Loan</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Military Reserve Training Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Montgomery G.I. Bill</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Outside aid for educational purposes, unrelated to athletic</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Ability</td>
<td>Yes</td>
<td>Yes, if recruited</td>
</tr>
<tr>
<td>---------</td>
<td>-----</td>
<td>------------------</td>
</tr>
<tr>
<td>Outside aid, athletics participation not considered a major criterion</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Outside aid, athletics participation considered a major criterion</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Parent/Guardian Contribution</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Postgraduate Scholarship</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Research Grant</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tuition Waiver</td>
<td>Yes</td>
<td>Yes, if a counter</td>
</tr>
<tr>
<td>UNCW Need Base Grant</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>UNCW Tuition Offset Grant</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Welfare Benefits</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**BOOKS AND SUPPLIES**

For student-athletes awarded book scholarships: NCAA rules limit the provision of course related books to required texts, course packets, handbooks, readers, and syllabi for your classes. The Athletics Department may provide supplies such as; calculators, art supplies, disks, and subscriptions, provided they are listed as required on the syllabus or in the catalog for all students. Required subscriptions must be paid by the student and receipts submitted for reimbursement to Elizabeth Lee (910) 962-3042, leee@uncw.edu. **Student-Athletes are not allowed to participate in the Bookstore “Bucks” program.**

**Textbook Issue**

The Compliance Office sends a list of athletes with full athletic scholarships to the bookstore. The athletic academic support staff—Melissa Lewis, (910) 962-3001, lewisma@uncw.edu follows up with students to make sure they have their books and that books are returned at the end of the semester.

**Lost or stolen textbooks are the responsibility of the student-athlete.**

Books purchased under full athletic scholarship are not to be sold by the student-athlete, which may constitute a NCAA violation and result in loss of eligibility.

**Textbook Return**

If you wish to keep any books, you will have to get permission from academic support staff—Melissa Lewis, (910) 962-3001, lewisma@uncw.edu

**HOUSING**

**Students-Athletes Living in Residence Halls**

The Athletics Administrator Donna Cook (910) 962-390 cook@uncw.edu handles the processing of actual housing applications for student athletes.
Student-athletes receiving a partial scholarship will be responsible for the remaining balance of their housing/dining charges and will need to access their E-bill account to review the balance owed.

The Financial Aid Counselor for Athletics will process funds for those student-athletes receiving full room and board scholarships.

Keep in mind that the athletic scholarship does not cover the following charges: room upgrade, microfridge rental, lost key charges, fines, room damages. If you have these type of additional charges, it is your responsibility to pay for these charges.

**Student-Athletes Living Off-Campus**

Student-athletes, who receive full athletic scholarships and live off-campus, will receive a room and board allowance check or direct deposits monthly for meals and housing. The housing allowance will be equivalent to the institution’s room rates, on-campus, and will be a weighted average. The board allowance will be equivalent to the highest meal plan cost. The allowance checks or direct deposits will be made available by the sixth day of each month (September-April). Please note that no allowance checks or direct deposits will be available until after the institutions’ drop/add period. The January allowance checks or direct deposits will be delayed until the institution has reopened after the holiday and the drop/add period has ended.

**STIPEND RELEASE**

The stipend amount will depend on the dollar amount of the room and board scholarship. The first stipend disbursement for student-athletes cleared to receive aid each semester will take place by the sixth day of each month. Students are encouraged to sign up for direct deposit on-line through E-bill, and selecting E-Refund.

<table>
<thead>
<tr>
<th>Fall Semester, 2013</th>
<th>Spring Semester, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6, 2013</td>
<td>January 7, 2014</td>
</tr>
<tr>
<td>October 4, 2013</td>
<td>February 6, 2014</td>
</tr>
<tr>
<td>November 6, 2013</td>
<td>March 6, 2014</td>
</tr>
<tr>
<td>December 6, 2013</td>
<td>April 4, 2014</td>
</tr>
</tbody>
</table>

**INTERNATIONAL STUDENT-ATHLETES WITHHOLDING TAX**

Compensation in excess of tuition, books, and required fees are subject to the 14% withholding tax. For an international student-athlete living in the residence hall, the withholding tax will be charged on their student account at the beginning of each semester. It is the student-athlete’s responsibility to pay this tax. For the international student-athlete living off campus, incremental amounts of the withholding tax will be deducted from each athletic stipend.

**OTHER ALLOWABLE AID**

Student-athletes can accept institutional financial aid that covers the cost of tuition, fees, room and board, and required course-related books. NCAA regulations specify that you cannot accept aid beyond those costs unless it is:

1. Financial Aid awarded solely on basis of having no relationship to athletic ability;
2. Awarded through an established and continuing program to aid students, or for which athletics participation shall not be the major criterion (e.g., National Merit Scholarship), under the conditions listed in NCAA Bylaw 15.2.6; or

3. Awarded through an established and continuing program for recognition of outstanding high school graduates, of which athletics participation may be a major criterion (e.g., honorary high school award).

If you receive more aid than the amount allowed by NCAA regulations, you are required to return the additional money received. For that reason, it is extremely important that you check with Denise Gattison, Financial Aid Counselor for Athletics in the Office of Scholarships & Financial Aid before you accept any additional money. All funds awarded must be disbursed through the institution to avoid an NCAA violation. While, we want you to be able to have additional funds if you have not exceeded your individual limit and your team has not exceeded its limit, what we do not want is for you to accept it, spend it, and then be faced with paying it back. Check first!

AID (SCHOLARSHIP) REDUCED OR CANCELED DURING PERIOD OF AWARD

Your athletic aid can be reduced or canceled if you:

- Render yourself ineligible for intercollegiate competition.
- Intentionally provide fraudulent information on your letter of intent, admission application, and/or Financial Aid Agreement.
- Engage in serious misconduct warranting substantial disciplinary penalty.
- Voluntarily withdraw from your sport for personal reasons. If you withdraw from your sport for personal reasons prior to UNCW’s first competition in your sport, reduction or cancellation may occur immediately.
- Fail to abide by athletics department standards.
- Fail to adhere to all rules and policies of the athletics department, including but not limited to, team rules, academic requirements, equipment room policies, physical development program, and medical services policies.

Your athletic aid must be reduced if you exceed the limits established by NCAA regulations. Your aid must be canceled if you are either under contract with a professional sports organization or being paid by a professional sports organization prior to exhausting eligibility in your sport.

Your athletic scholarship cannot be increased, reduced, or canceled during the period of award (semester or year) because of an illness, injury, your athletic performance, or any other athletic reason.

WORKING DURING ACADEMIC YEAR AND VACATION PERIODS

Student-athletes are allowed to earn legitimate on and off-campus employment income, either during the academic year or vacation periods, provided compensation is for work actually performed and does not exceed the normal rate or payment for other employees in similar services. In addition, a student-athlete’s compensation may not include any payment for the value the student-athlete has to the employer because of his or her athletics reputation. Student-athletes must complete an Employment Information Form with the Compliance Office prior to the beginning of employment.
OTHER BENEFITS AVAILABLE TO STUDENT ATHLETES

As a student-athlete at UNCW, you can receive the following benefits, at the discretion of the Athletics Department, which are considered incidental to athletics participation:

- **Meals and housing when dorms are closed.** If you live in the dorm, you may receive meals and housing during times when the dorms are closed and you are required to be on campus for practice or competition. If you are on a full scholarship and live off-campus, you will receive a prorated amount for housing as determined by the athletics department.

- **Expenses for off-campus practice, competition.** You may be provided actual and necessary expenses for off-campus practices and competition. These competitions or practice must be either associated with a contest held away from home, held at an in-state site, or take place no more than 100 miles from UNCW if out-of-state. The expenses are transportation, lodging, and meals. You must be eligible for intercollegiate competition to travel with the team to off-campus contests.

- **Meals and transportation.** You may receive an occasional home meal from an institutional staff member or representative of UNCW athletics interests. The meal must be at an individual home and must be restricted to infrequent and special occasions. If the meal is furnished by a UNCW athletics staff member it may be in a restaurant. You may also receive reasonable local transportation on an occasional basis.

- **Expenses for participation in special events.** You can be provided actual and necessary expenses to participate in national championship events; Olympic, Pan American, and World University Games qualifying competitions; USOC Olympic basketball and volleyball tryouts; international competition approved by NCAA Council, and non-collegiate open competition.

- **Tutoring and counseling.** You may be provided with expenses for tutoring on-campus student development and career counseling that uses outside resources, and career counseling related to future professional athletics from UNCW professional panel.

- **Equipment.** We cannot purchase a computer for you, but we may provide the use of computers.

- **Expenses related to a permanent disability.** If you receive a permanent disability that prevents further participation in athletics, you may receive special individual expenses. The injury or illness that caused the disability must have occurred while you either were enrolled, or were a prospective student-athlete on an official paid visit to UNCW.

- **Incidental expense waivers.** Under unusual circumstances (e.g., a death in the family), special requests may be made for approval of additional expenses related to your participation in intercollegiate athletics. UNCW must make the special request and provide information that the expenses are warranted, do not create an unfair competitive advantage, and do not compromise NCAA regulations.
Maximum Institutional Grant-in-Aid Limitations by Sport (per NCAA Rules)

University of North Carolina Wilmington has the following 15 head count and equivalency sports.

<table>
<thead>
<tr>
<th>Men's Sports</th>
<th>Limitations</th>
<th>Team Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Equivalency</td>
<td>11.7</td>
</tr>
<tr>
<td>Basketball</td>
<td>Head Count</td>
<td>13</td>
</tr>
<tr>
<td>Golf</td>
<td>Equivalency</td>
<td>4.5</td>
</tr>
<tr>
<td>Soccer</td>
<td>Equivalency</td>
<td>9.9</td>
</tr>
<tr>
<td>Swimming</td>
<td>Equivalency</td>
<td>9.9</td>
</tr>
<tr>
<td>Tennis</td>
<td>Equivalency</td>
<td>4.5</td>
</tr>
<tr>
<td>Track</td>
<td>Equivalency</td>
<td>12.6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Women's Sports</th>
<th>Limitations</th>
<th>Team Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Head Count</td>
<td>15</td>
</tr>
<tr>
<td>Golf</td>
<td>Equivalency</td>
<td>6</td>
</tr>
<tr>
<td>Soccer</td>
<td>Equivalency</td>
<td>14</td>
</tr>
<tr>
<td>Softball</td>
<td>Equivalency</td>
<td>12</td>
</tr>
<tr>
<td>Swimming</td>
<td>Equivalency</td>
<td>14</td>
</tr>
<tr>
<td>Tennis</td>
<td>Head Count</td>
<td>8</td>
</tr>
<tr>
<td>Track</td>
<td>Equivalency</td>
<td>18</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Head Count</td>
<td>12</td>
</tr>
</tbody>
</table>

Head count sports are defined as sports in which all student-athletes who receive any countable institutional financial aid are tallied as one against the sport-by-sport limits for financial aid, regardless of the amount of their aid. Equivalency sports also have limits on the total value of financial aid that may be provided to counters in any given academic year. In providing financial aid to student-athletes who participate in equivalency sports, the institution can award full grants-in-aid or divide the equivalency of a full grant-in-aid into partial grants-in-aid for two or more student-athletes. UNCW can also award a combination of a full grant-in-aid to another student-athlete on the same equivalency team. For example, Baseball must provide a minimum equivalency of .25 to each counter which can be awarded in athletically related and other countable financial aid and baseball cannot exceed a total of 27 on the total number of counters.
Student-Athlete Financial Aid Handbook

Name (print)_________________________  Student ID____________________
Head Coach _________________________  Sport__________________________

By signing below you are attesting that you have been provided information regarding the handbook and will review the handbook for all the rules related to your participation in intercollegiate athletics at UNCW.

Signature ___________________________  Date__________________________
Witness Signature____________________  Date__________________________
STUDENT-ATHLETE EMPLOYMENT REGISTRATION FORM

NCAA RULE:
All student-athletes may work during semester or term time, as well as during official University vacation periods such as Fall Break, Spring Break and summer vacation, provided the employment is legitimate and does not violate any NCAA Bylaws.

Employment Registration Prior to beginning employment, the student-athlete must register his or her job with the Compliance Office. A job is properly registered with the Compliance Office only after the student-athlete completes and signs this form.

EMPLOYMENT AGREEMENT:
I agree that if I accept a position through University of North Carolina Wilmington Student-Athlete Employment Program, I am obligated to represent myself and the University of North Carolina Wilmington by diligent work habits, honest communication, and respectful conduct toward my employer at all times. If either my employer or I wish to end my employment, I will immediately communicate with the Compliance Office when such action is taken.

I also agree to abide by the following procedures:

- I understand that I am responsible for the accuracy of my time records and pay.
- I understand that I will be paid only for actual hours worked and that my pay is based upon a rate that is the same rate paid to other employees doing similar work in that area.
- I will not accept any benefits or privileges that are not available to other employees doing similar work, including transportation provided or arranged by my employer to or from my place of employment.
- I understand that I am to be treated in the same manner as any other employees doing similar work.
- I will immediately report to the Compliance Office any improper privileges or benefits offered to me or received by me.
- I understand that my work will be supervised and that if my work is not satisfactory, or if I fail to appear on time and regularly, my job will be terminated either by the employer or the University.
- I understand that the Compliance Office will, from time to time, contact my employer to inquire about my employment. In that regard, by signing this employment agreement, I give my permission for my employer to release any and all employment records or documents to the University or its authorized representatives.
- I understand that by signing below I am indicating that I have attended a compliance orientation, which reviewed the employment rules and regulations.
- I understand that I am responsible for notifying the Compliance Office immediately if I change jobs, start a new job, or am no longer employed.
Your employment is not properly registered until this form is complete, signed by you, and received by the Compliance Office. Return this completed form to: Compliance Office, University of North Carolina at Wilmington, Nixon Annex, 601 South College Road. Wilmington, NC 28403 or fax it to (910) 962-3002.

Student-Athlete Information

<table>
<thead>
<tr>
<th>Student-Athlete's Name (Print)</th>
<th>Banner ID Number</th>
<th>Sport</th>
</tr>
</thead>
</table>

Local Address (Street, City, State, and Zip Code)

Email Local Address

Phone Number

Employment Information:

Place of Employment

Employer's Address (Street, City, State, and Zip Code)

Supervisor's Name

Supervisor's Phone Number

Job Title

Rate of Pay

Description of job responsibilities:

How did you find out that this job was available?

How will you get to and from your place of employment?
I certify that all of the information provided above is accurate. I agree to all of the above conditions and procedures that are required to be an employee in the University of North Carolina Wilmington Student-Athlete Employment Program. I certify that I have read the Employment Agreement and, was given an opportunity to ask questions about the information and understand the procedures and my responsibilities. I agree to abide by the Employment Agreement and all NCAA rules. I realize that failing to abide by all NCAA rules will result in a violation of NCAA rules and jeopardizes my athletic eligibility to receive financial aid.

___________________________________  __________________________
Student-Athlete's Signature                Date

FAQs
What is the difference between the Athletic Grant-In-Aid Budget and the institutional (UNCW) Cost-Of-Attendance Budget?

The Athletic Grant-In-Aid Budget does not include the components of transportation, health insurance and miscellaneous expenses, which is included in the institutional Cost-of-Attendance. For the 2013-2014 academic year, the Athletic Grant-in-Aid budget for instate ($16,243.10) and the UNCW Cost-of-Attendance ($20,601) is $4,357.90. Athletic Grant-in-Aid for out of state ($28,379.81) and the UNCW Cost-of-Attendance ($32,737) difference is $4,357.19.

How do I cover additional costs such as transportation, health insurance and miscellaneous expenses?

All domestic student-athletes are encouraged to file a FAFSA (Free Application for Federal Student Aid) to be considered for additional funding sources. Regardless of need, all students can qualify for non-need based federal student loans to assist in covering their educational costs. You can complete the FAFSA on their web site online [www.fafsa.gov](http://www.fafsa.gov).

How do I apply for summer athletic aid?

To be considered for summer athletic aid, you must contact Athletic Compliance Office in Trask Coliseum. They will then notify the financial aid athletic counselor as to which student-athletes will be using their athletic scholarships during the summer.

How much summer athletics aid will I qualify for?

Per NCAA rules, student-athletes are eligible for summer aid that is equivalent to their academic year athletics aid package. The award amount is based on each student-athlete’s summer enrollment (# of credits taken and weeks enrolled).

How do I apply for other financial aid to cover my summer school expenses?

- To be considered for financial aid you must have a FAFSA on file for the 2012-2013 academic year for summer 2013.
- In addition, you must complete the summer 2013 Financial Aid Application via the financial aid website, [www.uncw.edu/finaid](http://www.uncw.edu/finaid) to be awarded financial aid.
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 Office of Scholarships & Financial Aid. This request shall include:

- Student’s Name, UNCW ID, Year in School, Sport;
- Type and amount of previous financial aid;
- Reasons for believing, that the decision was unfair or unjustified;
- Copies of any relevant documents supporting appeal
- The student may request an in-person hearing or written appeal process only. Teleconference appeals are available on a case-by-case basis only.

An appeal must be submitted to the Office of Scholarships & Financial Aid by the date listed on the nonrenewal, 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 Scholarships & Financial Aid. Each member serves a one-semester term. The Financial Aid Counselor for Athletics in the Office of Scholarships & Financial Aid arranges the meeting times and locations.

Appeal Procedures

- Within 14 calendars days after receiving a non-renewal, cancellation or reduction letter, the student-athlete submits the Student-Athlete Appeal Petition Form to the Office of Scholarships & Financial Aid.
- The Student-Athlete Appeal Petition Form includes the items listed in the policy section above.
- The Director notifies the Athletic Department and Appeals Committee of the request for a hearing.
- 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 NCAA rules, regulations and/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 NCAA rules, regulations and/or institutional policies, the appeal is immediately approved. Financial aid is then made available to the student-athlete as soon as possible. Please note that any financial aid awarded will be for a maximum term of one academic year or as deemed appropriate by the Financial Aid Appeals Committee. Funding will not come from the Athletic Department. The Athletic Department is not required and is under no obligation to reinstate the student-athlete.

The Committee’s decision is final.
ATHLETIC SCHOLARSHIP APPEAL PROCESS

Appeal Instructions:

1. The attached Student-Athlete Appeal Petition 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 Student-Athlete Appeal Petition Form.
4. Upon review, additional information may be requested by the committee.

Student-Athlete Appeal Petition Form must be returned by no later than 14 days after date of notification letter. Return the completed Student-Athlete Appeal Petition Form with supporting information via US mail, email or fax to:

Denise Gattison, Financial Aid Counselor/Athletics
Office of Scholarships & Financial Aid
University of North Carolina Wilmington
Warwick Center
Wilmington, NC 28403-5951
Email: gattisonod@uncw.edu
Fax: (910) 962-3851

Appeal Options

(Timelines are based on when the Office of Scholarships & Financial Aid is notified by the student-athlete that he/she is appealing and/or requesting a hearing)

OPTION A. Written Appeal

1. Your written Student-Athlete Appeal Petition Form is directed to the Chair of the Appeals Committee within 14 calendar days.
2. The coach / athletic representative may also submit a written statement to the Appeal’s Committee upon notice of appeal within 14 calendar days from receipt of notification from the Office of Scholarships & Financial Aid.
3. A copy of each statement is immediately sent to the opposite party within 14 calendar days of receipt of notification.
4. The coach and student-athlete may send back a rebuttal statement within 14 calendar days.
5. The Appeals Committee will review all the documents and reach a decision within 14 calendar days of receipt of all final documents.
6. The chairperson will issue the committee’s response to you in writing, as soon as possible, but no later than 14 calendar days following receipt of all final documents.

OPTION B. FORMAL HEARING

1. Your written Student-Athlete Appeal Petition Form is directed to the Chair of the appeals committee within 14 calendar days.
2. The coach/athletic representative also submit a written statement to the committee upon notice of appeal within 14 calendar days from receipt of notification from the Office of Scholarships & Financial Aid.

3. The Office of Scholarships & Financial Aid will notify you to schedule a hearing within 14 calendar days of receipt of your request for an appeal hearing. 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 Office of Scholarships & Financial Aid if you intend on having legal representation present during the appeals hearing.

6. Subsequent to the hearing, the chairperson will issue the committee’s response to you in writing as soon as possible, but no later 14 calendar days following the Appeals Committee’s decision.