A waiver is needed when a student-athlete wants to transfer from one four-year school to another and does not satisfy a transfer exception. Here is a look at how the process works and the options available at each step.

**HOW THE TRANSFER WAIVER PROCESS WORKS**

A school submits a 4-4 transfer waiver when documented circumstances outside the student-athlete's control necessitate his/her transfer. → A school must demonstrate that the student-athlete's transfer is linked to documented mitigating circumstances outside the student-athlete's control. → Schools may appeal NCAA staff decisions to the Division I Committee for Legislative Relief. → The committee may waive the normal application of the legislation when extraordinary circumstances arise that are unintended consequences of the legislation.

**COMMITTEE PHILOSOPHY**

The committee considers the following to determine if relief of the legislation is appropriate:

- The purpose or intent of the legislation.
- Whether there is a competitive or recruiting advantage gained through the waiver process.
- The involvement and the overall well-being of the student-athlete.

**7 MEMBERS**

The Division I Committee for Legislative Relief is made up of seven members from Division I schools or conferences. Decisions made by the committee are final, binding and not subject to any further review.
The typical decision turnaround time for waivers is 21 days. Transfer waiver requests are *never* considered urgent.

**Student-athlete**

... transfers to school No. 2 and does not satisfy a transfer exception.

**School No. 2 files a transfer waiver requesting the student-athlete be immediately eligible for competition.**

Using guidelines, directives and information standards approved by the committee, an NCAA staff member is assigned the case and reviews submitted documentation.

**NCAA staff** reviews request.

**DENY**

**ACCEPT THE DECISION**

If the decision is accepted, the school waives its right to appeal the decision.

**REQUEST A RECONSIDERATION**

The school provides NCAA staff with rationale requesting reconsideration.

The school may request a reconsideration within 30 calendar days of the latest decision if new information becomes available.

NCAA staff reviews new information submitted by the school, provided the information outlines new facts associated with the case.

NCAA staff makes decision.

**CASE IS RESOLVED**

School may request an appeal.

**REQUEST AN APPEAL**

The school provides NCAA staff with rationale requesting an appeal and letter of support from authority outside of athletics (e.g., FAR).

School must submit appeal materials within 30 calendar days of the decision.

NCAA staff forwards the case appeal to the Division I Committee for Legislative Relief.

The committee makes its decision, which is final.

Visit the Legislative Relief Waivers page on ncaa.org for the most recent information.