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**NCAA Division II Instructions for Financial Aid Form**


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<b>For:</b>	NCAA Division II institutions.
<b>Action:</b>	Complete appropriate financial aid form for each sport and file in the director of athletics' office.
<b>Due date:</b>	Conclusion of the academic year.
<b>Required by:</b>	NCAA Division II Bylaw 15.5.1.
<b>Purpose:</b>	To assess compliance with NCAA financial aid rules.

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**TO: DIRECTOR OF ATHLETICS.**

You must complete a financial aid form (Form 22-5h) for each sport by the conclusion of the academic year and keep the forms on file in your office [Bylaw 15.5.1].

This set of instructions tells you how to fill out the Division II financial aid form:

<u>Form</u>	<u>Division/Sport</u>
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22-5h	All Division II sports.
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**Instructions****Column on Financial Aid Form****Instructions**

<b>Name/ID Number</b>	Type or print the name and ID number of each student-athlete in the specified sport.
<b>Period of Award</b>	Use <b>IS</b> for one semester, or <b>IQ</b> for one quarter, if the award is for less than the full academic year. (see Bylaw 15.5.3.1.1)
<b>Full Grant-in-Aid</b>	Indicate the total of each student-athlete's cost for tuition and fees, room and board and required course-related books, based on the actual cost or average cost of a full grant-in-aid for all students at your institution.
<b>Cost of Attendance</b>	Indicate the dollar amount your institution calculated as cost of attendance for the student-athlete.
<b>Amount of Athletics Aid</b>	Indicate the dollar amount your institution awarded the student-athlete in athletics aid.
<b>Amount of Other Financial Aid</b>	Indicate the dollar amount of financial aid (other than athletics aid) as set forth in Bylaw 15.2. Multiple sport student-athletes must be listed on all financial aid forms for sports in which the student-athlete participates. For purposes of counting against your team limit; however, the student-athlete shall be counted in one or more sports as specified on the individual's financial aid agreement. (See Bylaw 15.4.3 to determine which sports take precedence in counting against team limits). Please note: The institution is not required to enter all other aid a student-athlete is receiving outside of athletics aid but as a best practice is encouraged to do so.

**Total Aid**

Indicate the dollar amount of athletics aid the student-athlete will receive.

**Equivalency**

Indicate a figure by dividing each student-athlete's total athletics aid by his or her full grant-in-aid (e.g., .75). [Note: If you use the **actual** cost for tuition and fees, room and board and books, the equivalent award is calculated by dividing the amount of athletics aid received by the student-athlete (numerator) by the **actual** value of a full grant-in-aid (denominator). If you use the **average** cost for tuition and fees, room and board and books, the equivalent award is calculated by dividing the amount of athletics aid received by the student-athlete (numerator) by the **average** value of a full grant-in-aid for all students at your institution (denominator).]



**Form completed by:** \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Title

**Form approved by:** \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature (Director of Athletics) Title

**Form approved by:** \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Signature (Head Coach) Title

**Form approved by:** \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Signature Title