



NCAA Division II Instructions for Financial Aid Form

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

TO: DIRECTOR OF ATHLETICS.

You must complete a financial aid form (Form 26-5h) 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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26-5h	All Division II sports.
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Instructions

Column on Financial Aid Form	Instructions
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Name/ID Number	Type or print the name and ID number of each student-athlete in the specified sport.
Period of Award	Use IS for one semester, or IQ for one quarter, if the award is for less than the full academic year. (See Bylaw 15.5.3.1.1).
Full Grant-in-Aid	Indicate the total of each student-athlete's cost for tuition and fees and food and housing, based on the actual cost or average cost of a full grant-in-aid for all students at your institution.
Cost of Attendance	Indicate the dollar amount your institution calculated as cost of attendance for the student-athlete.
Amount of Athletics Aid	Indicate the dollar amount your institution awarded the student-athlete in athletics aid.
Amount of Other Financial Aid	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, the student-athlete shall be counted in one or more sports as specified on the individual's athletics 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 total dollar amount of athletics aid the student-athlete will receive.
- Equivalency** Indicate a figure by dividing each student-athlete's total athletics aid by their full grant-in-aid (e.g., .75). [Note: If you use the **actual** cost for tuition and fees and food and housing, 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 and food and housing, 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). (See Bylaw 15.4.2.2).

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