



# FINANCIAL AID HANDBOOK

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Auburn University at Montgomery



## COMPLIANCE TEAM HANDBOOK

*This handbook was developed to help each administrator understand and operate within the guidelines, policies, and procedures of this department and the Department of Athletics. Questions can be directed to the Senior Director of Financial Aid, Director of Athletics, and Assistant Director of Athletics for Compliance. This handbook will not duplicate information and forms readily available in other formats. Staff are expected to administer the program ethically, within the guidelines of the university, the NCAA, and efficiently, within the parameters of their individual budgets. Each employee is also expected to be knowledgeable of, and to operate within the policies and guidelines published in the NCAA Manual, Gulf South Conference, University publications, and the Student-Athlete Handbook. Procedures highlighted in **orange** represent a change since the June 2017 edition.*

## FINANCIAL AID

Auburn University at Montgomery, Campus Services units and team members interact with Athletic and student athletes in the following manner:

### OFFICE OF FINANCIAL AID SCHEDULE OF RESPONSIBILITIES

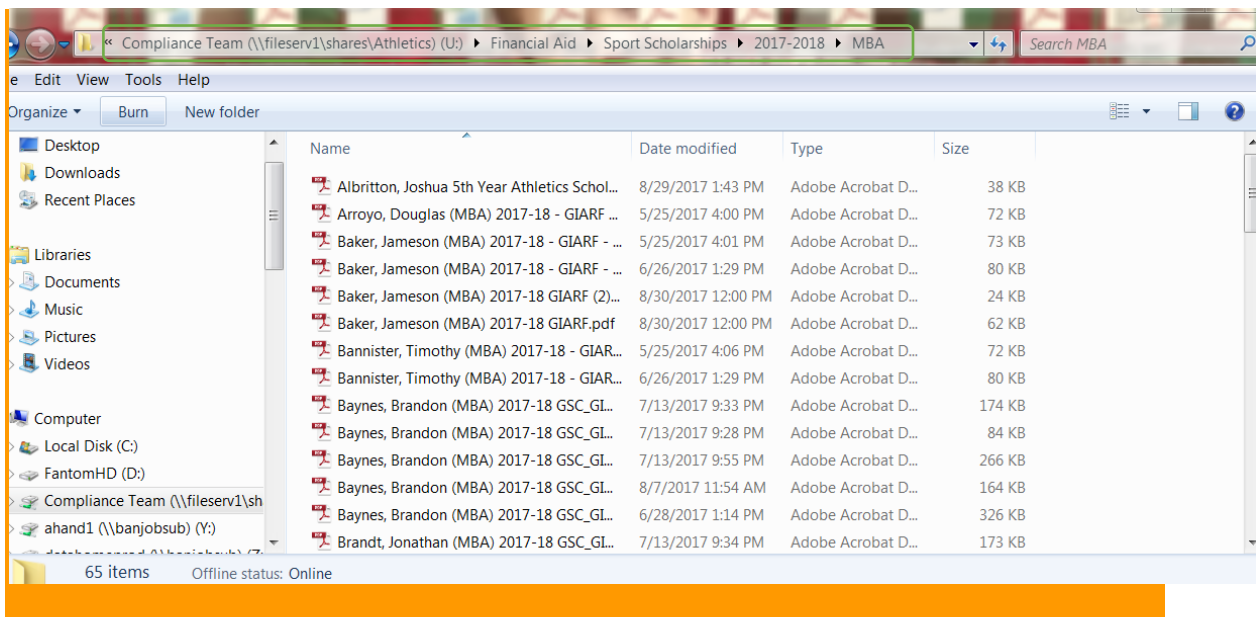
ADFA meets with ADAC	weekly
Compliance Committee meets	monthly
Cost of Attendance provided to ADAC	March/April each year
Renewals/Reductions/Cancellations of Aid (GIA) sent to student athletes	May-July 1 each year
Receive Financial Aid Report from ADAC, enter athletic scholarships into Banner	Beginning May of each year
Add institutional scholarships, outside scholarships, other outside aid to FA Report	Beginning May of each year
Receive adjustments to Financial Aid Report from ADAC, enter into Banner	continual
Review for scholarships,	

outside scholarships, other outside aid, add to FA Report	continual
Cancellations of Aid during a term of the award sent to student athlete	continual, as required
Gulf South Conference Report	June 1 each year
New funds codes entered into Compliance Assistant	continual
Practice Clearance	start of each term
NSLDS Report for previous schools attended to ADAC	Aug/Jan/May
Role Fund codes for new academic year in Compliance Assistant	August-September each year
Upload financial aid data from Banner to Compliance Assistant and review	October and March each year
Initial Athletic Aid (GIA) sent to prospective student athletes	Nov/Feb/Apr-Aug
Senior Director of Financial Aid, Athletic Appeals Committee meets	continual, as needed

#### RENEWAL OF GRANT-IN AID SCHOLARSHIPS

The Associate Director of Financial Aid will receive the Grant-In-Aid Renewal Spreadsheet from the Assistant Director of Athletics for Compliance prior to July 1. The Grant-In-Aid Forms are sent to the student athletes by the Associate Director of Financial Aid prior to or on July 1. The ADFA will save a copy of the renewal letter and unsigned Grant-In-Aid on the Compliance Team Share Folder.

SHARE: Financial Aid >> Sport Scholarships >> Year >>Sports



## NON-RENEWAL/REDUCTION OF GRANT-IN-AID SCHOLARSHIPS

The Assistant Director of Athletics for Compliance will forward the reduction/cancellation template, Grant-In-Aid Recommendation Form, and Athletic Appeal Process to the Associate Director of Financial Aid. The ADFA will send the letters of reduction/cancellation along with the GIA form and Athletic Appeal Process to each student athlete by July 1.

## NON-RENEWAL/REDUCTION OF GRANT-IN-AID SCHOLARSHIPS-DURING THE PERIOD OF THE AWARD

The Assistant Director of Athletics for Compliance will forward the reduction/cancellation template, Grant-In-Aid Recommendation Form, and Athletic Appeal Process to the Associate Director of Financial Aid. The ADFA will send the letters of reduction/cancellation along with the GIA form and Athletic Appeal Process to each student athlete.

## ENTERING NEW AND RETURNING STUDENT ATHLETE GIA AWARDS INTO BANNER

The Associate Director of Financial Aid will receive the Financial Aid Report from the Assistant Director of Athletics for Compliance. The athletic scholarship information is entered into Banner Student from the Financial Aid Report for each student. The student athlete whose status is "SIGNED" is entered on form RPAAWRD with "OFRD" status. The student athlete whose status is "ACCEPTED" is entered on form RPAAWRD with "ACPT" status.

Athletic Scholarship renewal information is entered into Banner, from the Financial Aid Report, for each student. The student athlete whose status is “GIARF” is entered on form RPAAWRD with “OFRD” status. The student athlete whose status is “ACCEPTED” is entered on form RPAAWRD with “ACPT” status.

Name (Last, First)	Initial (I) / Continuing (C)	In (N) / Out (O)	Recruited (Y / N)	Student #	Credit Hours	Tuition & General Fees	Housing	Meals	Books	Additional Fees (online, hybrid, lab, etc.)	Amount of Athletics Grant-In-Aid Allocated	Equiv. Value	Period of Award
Brooks, Airen - ACCEPT	I	N	Y	S00211537	15	\$4,955.00	\$2,290.00	\$1,100.00	\$0.00	\$0.00	\$8,345.00	0.41	
Bryant, Micheal - ACCEPT	I	O	Y	S00334463	15	\$10,655.00	\$2,290.00	\$1,100.00	\$0.00	\$0.00	\$14,045.00	0.44	FALL 17
Butts, Kyle - n/a	I	O	Y	S00343145	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Croff, Jarett - ACCEPT	I	O	Y	S00336307	13	\$9,265.00	\$2,290.00	\$1,100.00	\$0.00	\$0.00	\$12,655.00	0.40	FALL 17
Deramus, Desmond - ACCEPT	C	N	Y	S00223699	15	\$4,955.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$6,055.00	0.29	FALL 17
Eubanks, Bradley - ACCEPT	C	N	Y	S00172297	15	\$4,955.00	\$2,290.00	\$1,100.00	\$0.00	\$0.00	\$8,345.00	0.41	FALL 17
Ferguson, Chandler - n/a	I	N	Y	S00173920	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	FALL 17
Higginbotham, Trae - ACCEPT	I	O	Y	S00337850	15	\$2,820.00	\$2,225.00	\$1,100.00	\$400.00	\$0.00	\$6,545.00	0.20	FALL 17
Hornbuckle, Kameron - ACCEPT	I	N	Y	S00219177	15	\$4,955.00	\$0.00	\$600.00	\$0.00	\$0.00	\$5,555.00	0.27	FALL 17
Jackson, Marcus - n/a	C	O	N	S00217803	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	FALL 17
James-Core, Lafayette - ACCEPT	I	O	Y	S00335963	15	\$10,655.00	\$2,290.00	\$1,100.00	\$0.00	\$0.00	\$14,045.00	0.44	FALL 17

Award Maintenance RPAAWRD 8.27 (PROD)

Aid Year: 1718

ID: S00337850 Trae Higginbotham

Award Maintenance

Award Schedule

Disbursement Schedule

Direct Loan Interface

## Fund Awards

Amounts

Overrides

Locks/ Indicators

Fund	Description	Status	Offered	Accepted	Declined or Cancelled
AUMST1	AUM State Scholarship Yr 1	ACPT	13,680.00	13,680.00	
DLUSB	Direct Unsubsidized Loan	WDCL			2,975.00
MBBBS	Men's Basketball - Books	ACPT	800.00	800.00	
MBBHSG	Men's Basketball - Housing	ACPT	4,450.00	4,450.00	
MBBMPL	Men's Basketball - Meal Plan	ACPT	2,200.00	2,200.00	
MBBTFF	Men's Basketball - T & F	ACPT	5,640.00	5,640.00	
WARHWK	Warhawk Scholarship-Yr 1	ACPT	4,000.00	4,000.00	
Total:			30,770.00	30,770.00	2,975.00

Any institutional scholarships which have previously been entered on Banner form RPAAWRD, are listed on the Financial Aid Report. An Institutional Academic Awards Verification Form is completed for each student athlete receiving institutional awards, which determines the exemption status for each institutional award.

Aid Year:

1718

ID:

S00337850

Trae Higginbotham

Award Maintenance

Award Schedule

Disbursement Schedule

Direct Loan Interface

## Fund Awards

Amounts

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Fund	Description	Status	Offered	Accepted	Declined or Cancelled
<input type="button" value="v"/>		<input type="button" value="v"/>			
AUMST1	AUM State Scholarship Yr 1	ACPT	13,680.00	13,680.00	
DLUSB	Direct Unsubsidized Loan	WDCL			2,975.00
MBBBKS	Men's Basketball - Books	ACPT	800.00	800.00	
MBBHSB	Men's Basketball - Housing	ACPT	4,450.00	4,450.00	
MBBMPL	Men's Basketball - Meal Plan	ACPT	2,200.00	2,200.00	
MBBTFF	Men's Basketball - T & F	ACPT	5,640.00	5,640.00	
WARHWK	Warhawk Scholarship-Yr 1	ACPT	4,000.00	4,000.00	
Total:			30,770.00	30,770.00	2,975.00

Name (Last, First)	Initial (I) / Continuing (C)	In (N) / Out (O)	Recruited (Y / N)	Student #	Period of Award	Institutional Aid (Name or Code and Amount)	Amount of Institutional Aid (IA)	Exempt Institutional Aid	IA Documented (Y/N)
Brooks, Airen - ACCEPT	I	N	Y	S00211537	SPR 2018				
Bryant, Micheal - ACCEPT	I	O	Y	S00334463	SPR 2018				
Butts, Kyle - n/a	I	O	Y	S00343145	SPR 2018	AUMST1 \$6840 AUMOPP \$500	\$7,340.00	\$7,340.00	Y
Croff, Jarett - ACCEPT	I	O	Y	S00336307	SPR 2018				
Deramus, Desmond - ACCEPT	C	N	Y	S00223699	SPR 2018				
Eubanks, Bradley - ACCEPT	C	N	Y	S00172297	SPR 2018				
Ferguson, Chandler - n/a	I	N	Y	S00173920	SPR 2018				
Higginbotham, Trae - ACCEPT	I	O	Y	S00337850	SPR 2018	AUMST1 \$6840 WARHWK \$2000	\$8,840.00	\$8,840.00	Y
Hornbuckle, Kameron - ACCEPT	I	N	Y	S00219177	SPR 2018				
Jackson, Marcus - n/a	C	O	N	S00217803	SPR 2018				



# Auburn University at Montgomery



Financial Aid Office  
Taylor Center 111  
P.O. Box 244023  
Montgomery, AL 36124  
334-244-3571

Admission & Recruitment  
Scholarships  
P.O. Box 244023  
Montgomery, AL 36124  
(334) 244-3078

Department of Athletics  
Athletics Complex  
P.O. Box 244023  
Montgomery, AL 36124  
334-244-3541

## Institutional Academic Awards Verification Form

Academic awards that are part of the institution's normal arrangements for academic scholarships, awarded independently of athletics interests and in amounts consistent with the pattern of all such awards made by the institution are exempt from an institution's equivalency computation, provided:

### 1. REVIEW

Attach appropriate documentation for verification of criteria:

Academic Year: 2017-2018

Date of Certification: 7/20/2017

Name: Higginbotham, Trae - S00337850

Sport: MBB

### Exempted Institutional Financial Aid - Academic Awards Option 1:

- ☐ Upper 20% of high school graduating class, or
- ☒ High school GPA of 3.500, or 3.57 out of \_\_\_\_\_ = \_\_\_\_\_ GPA
- ☐ Minimum 100 ACT (sum), or \_\_\_\_\_ Sum Score
- ☐ Minimum 1140 SAT (verbal/critical reasoning and math) \_\_\_\_\_ Critical Reasoning and Math Score
- ☐ does not meet option 1 criteria

### Exempted Institutional Financial Aid - Academic Awards Option 2:

- ☐ Completed at least one(1) academic year in college; AND
- ☐ cumulative GPA of a 3.300 for all academic work completed during college enrollment \_\_\_\_\_ Transfer GPA for incoming transfer
- ☐ does not meet option 2 criteria \_\_\_\_\_ Institution GPA for continuing student

Gabriel P. Houston  
Review completed by

7/25/17  
Date

### 2. FINANCIAL AID OFFICE

- ☒ does meet option 1 criteria, resulting in exempt institutional aid - academic award
- ☐ does meet option 2 criteria, resulting in exempt institutional aid - academic award
- ☐ does not meet option 1 or option 2 criteria, resulting in COUNTABLE AID

add  
Review verified by Associate Director for Financial Aid

8-30-17  
Date

### 3. HEAD COACH

I am aware of the institutional financial aid - academic award exemption status regarding the student-athlete listed above and understand the award may or may not be counted against my team limit and the student's individual limit, based on the information indicated above.

Michael Cheaney  
Reviewed by Head Coach

10/12/17  
Date

### 4. ATHLETIC COMPLIANCE OFFICE

- ☒ does meet option 1 criteria, resulting in exempt institutional aid - academic award
- ☐ does meet option 2 criteria, resulting in exempt institutional aid - academic award
- ☐ does not meet option 1 or option 2 criteria, resulting in COUNTABLE AID

Gabriel P. Houston  
Reviewed by Assistant Athletic Director for Compliance

8/30/17  
Date

Bylaw 15 - Institutional Academic Award Verification Form - updated 6.2015 (apb) / 7.2015 (rsh)

Copies of these are kept in the Compliance Team Share Folder.

SHARE: Financial Aid >> Institutional & Outside Aid Verification

Any outside scholarships which have previously been entered on Banner form RPAAWRD, are listed on the Financial Aid Report. An Outside Scholarship Award Verification form is received from each scholarship organization, for each outside scholarship, which determines the permissible requirement for each outside scholarship. The results of these are entered on the Financial Aid Report and calculated to be permissible.

Award Maintenance RPAAWRD 8.27 (PROD)

Aid Year: 1718 ID: S00255168 William Mark Gibson

Award Maintenance Award Schedule Disbursement Schedule Direct Loan Interface

### Fund Awards

Amounts

Overrides

Locks/ Indicators

Fund	Description	Status	Offered	Accepted	Declined or Cancelled
DLUSB	Direct Unsubsidized Loan	WDCL			7,500.00
DONORS	Outside Scholarship	ACPT	1,000.00	1,000.00	
WARHK3	Warhawk Scholarship-Yr 3	ACPT	4,000.00	4,000.00	

Name (Last, First)	Initial (I) / Continuing (C)	In (N) / Out (O)	Recruited (Y / N)	Student #	Outside Resources (Name or Code and Amount)	Amount of Outside Resources (OR)	Exempt Outside Resources	OR Documented (Y/N)
Friesen, Hayden (n/a)	C	N	N	S00225785				
Gibson, William (n/a)	C	N	N	S00255168	DONORS \$500	\$500.00	\$500.00	Y
Graulich, Alexander (n/a)	I	O	Y	S00343511				
Gunter, Tyler - ACCEPT	I	N	Y	S00345873				
Hill, Matthew - ACCEPT	I	N	Y	S00344983				





Auburn University at Montgomery



Office of Financial Aid  
Taylor Center 111  
P.O. Box 244023  
Montgomery, AL 36124  
334-244-3913

### Outside Scholarship Award Verification

Department of Athletics  
Athletics Complex  
P.O. Box 244023  
Montgomery, AL 36124  
334-244-3541

ORGANIZATION: Scholarship America  
CONTACT PERSON: Josie Lust  
ADDRESS: One Scholarship Way, St. Peter, MN 56062  
EMAIL / PHONE: jlust@scholarshipamerica.org 1507-931-8375

The Office of Financial Aid is required to verify receipt of financial resources for education expenses during the **2017-2018** academic year for the following student-athlete. As a National Collegiate Athletic Association (NCAA) member institution, we are required to inquire how financial resources from an outside source is awarded. While a student-athlete may receive an outside award, the award may count towards the student-athlete's individual limit and his/her sports team's limit. Please check the appropriate boxes that best describes the outside scholarship award.

STUDENT-ATHLETE: William Gibson  
AWARD NAME: Johnson Outdoors Sonst Daughters Scholarship Program  
AWARD AMOUNT: \$1,000.00

Does the award have any relationship to athletics ability? ☐ Yes ☒ No  
Is the award from an established and continuing program? ☒ Yes ☐ No  
Is the recipient's choice of institution restricted by the donor/organization? ☐ Yes ☒ No  
Is there a direct connection between the donor and Auburn University at Montgomery? ☐ Yes ☒ No

We ask that this form be returned by **August 1<sup>st</sup>**. If the form is not returned, it may jeopardize the aforementioned student-athlete's institutional and athletic financial aid. The form can be returned to the Office of Financial Aid via email or fax at:

Auburn University at Montgomery  
Office of Financial Aid  
Attn: Angela Hand  
Fax: 334-244-3913  
ahand1@aum.edu

Josie Lust  
Signature of Organization Contact Person

8/22/17  
Date

Form 8-10-17 (08/10/17) (08/10/17) (08/10/17) (08/10/17) (08/10/17) (08/10/17) (08/10/17) (08/10/17) (08/10/17) (08/10/17)

Copies of these are kept in the Compliance Team Share Folder.

SHARE: Financial Aid >> Institutional & Outside Aid Verification

Any other resources, such as the Pell Grant, the AUM Employee Dependent Waiver, or the Alabama GI Bill will also be listed on the Financial Aid Report.

Name (Last, First)	Initial (I) / Continuing (C)	In (N) / Out (O)	Recruited (Y / N)	Student #	Outside Resources (Name or Code and Amount)	Amount of Outside Resources (OR)	Exempt Outside Resources	OR Documented (Y/N)
Brock, Jonathon (n/a)	C	N	N	S00295291				
<b>Burkett, Kenneth</b>	I	N	N	<b>S00092379</b>	PELL \$2585	\$2,585.00	\$2,585.00	NA
<b>Burkett, Ryan</b>	I	N	N	<b>S00224914</b>	PELL \$2485	\$2,485.00	\$2,485.00	NA
Dunn, Davis (n/a)	I	N	Y	S00345133				
<b>Flowers, Joshua</b>	I	N	N	<b>S00223078</b>	ALGI \$5500 PELL \$2960	\$8,460.00	\$8,460.00	NA
Friesen, Hayden (n/a)	C	N	N	S00225785				
Khoury, Kyle - ACCEPT	I	O	Y	S00343892				
Langley, Anthony - ACCEPT	C	N	Y	S00332771	DEPWAV \$2288 PELL \$2035	\$4,323.00	\$4,323.00	NA
Lightsey, Brett - ACCEPT	I	N	Y	S00286734				
Moman, Parker - ACCEPT	C	N	Y	S00197769				


- Any adjustments to the student athlete's institutional scholarships, outside scholarships, or other resources are reported to the Assistant Director of Athletics for Compliance, by email, at the time they are entered on the Financial Aid Report.
- Any adjustments to a student athlete's athletically related financial aid, received from the Assistant Director of Athletics for Compliance, by email, are updated on Banner Student form RPAAWRD.
- All Athletic Financial Aid Awards, as well as institutional and outside aid awards, are posted to the student athlete accounts on the first day of class by the Office of Financial Aid. All institutional and outside aid awards are posted to all student accounts on the first day of class by the Office of Financial Aid.

## LOADING STUDENT ATHLETE FINANCIAL AID INFORMATION FROM BANNER TO COMPLIANCE ASSISTANT

An Argos report and csv file is created to load all Athletic Scholarship information into Compliance Assistant.

## SIGN IN TO ARGOS

**Sign In**



User [Forget this user](#)

Password

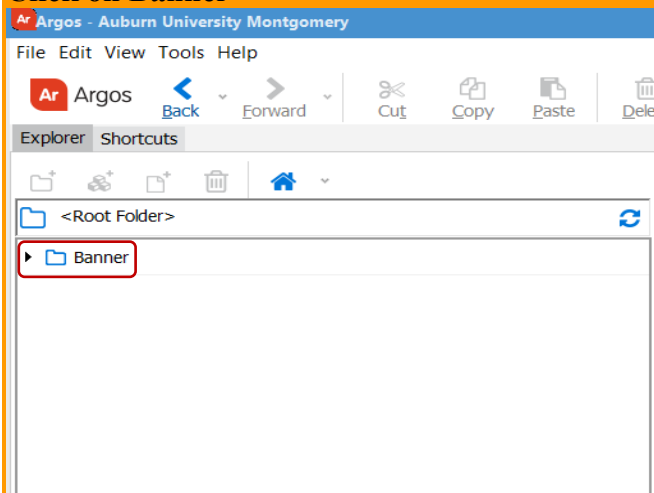
[Server: AUM Production \( 199.80.11.29 \)](#)

Tip: To access in-product help press the F1 key

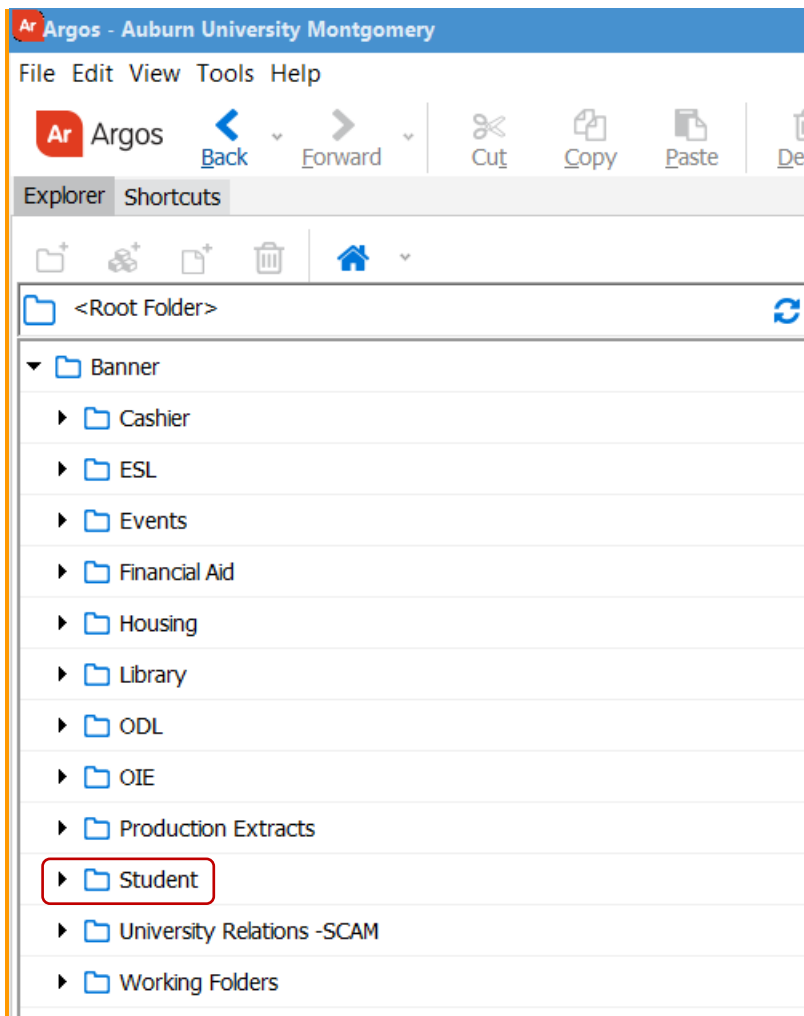
Version 5.4.1.1986

[Sign In](#) [Cancel](#) [Help](#)

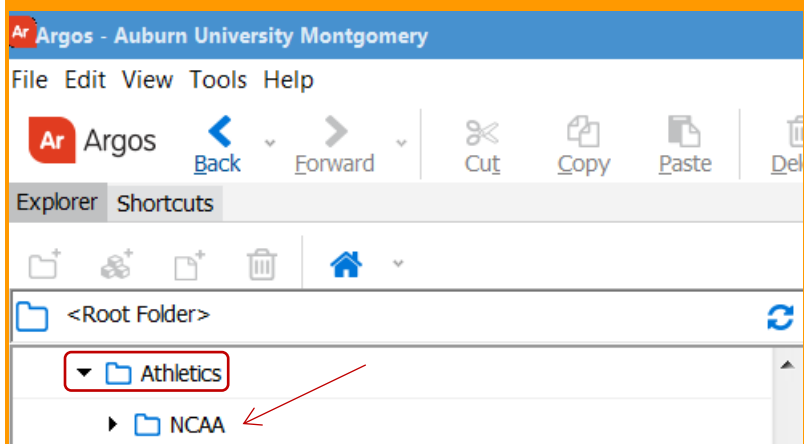
### Click on Banner



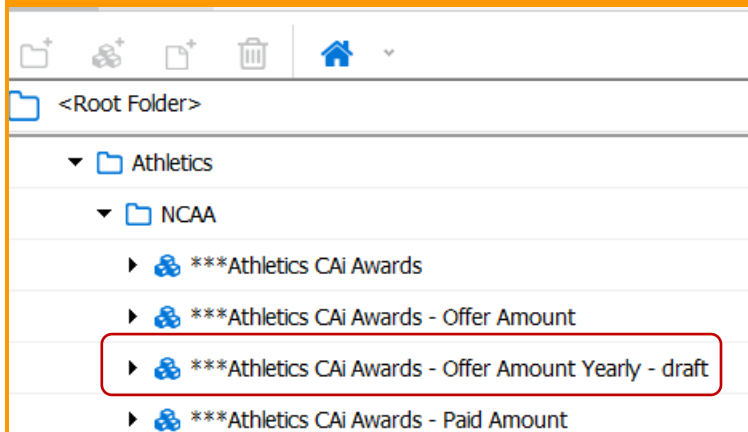
### Click on Student



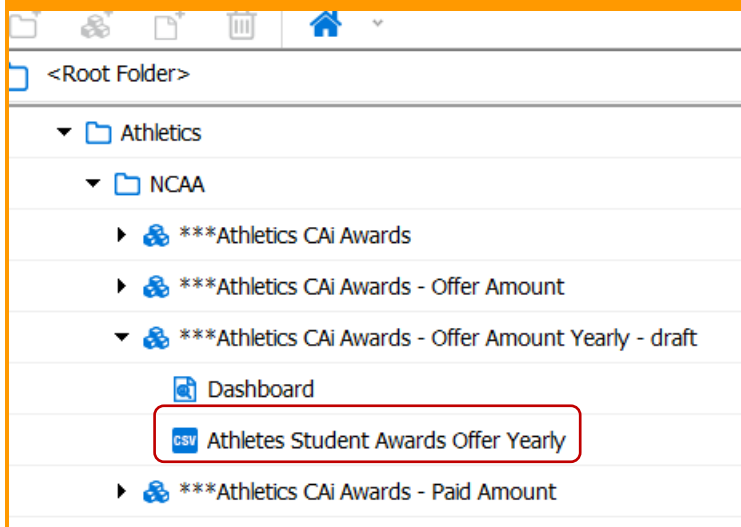
**Click on Athletics- then NCAA**



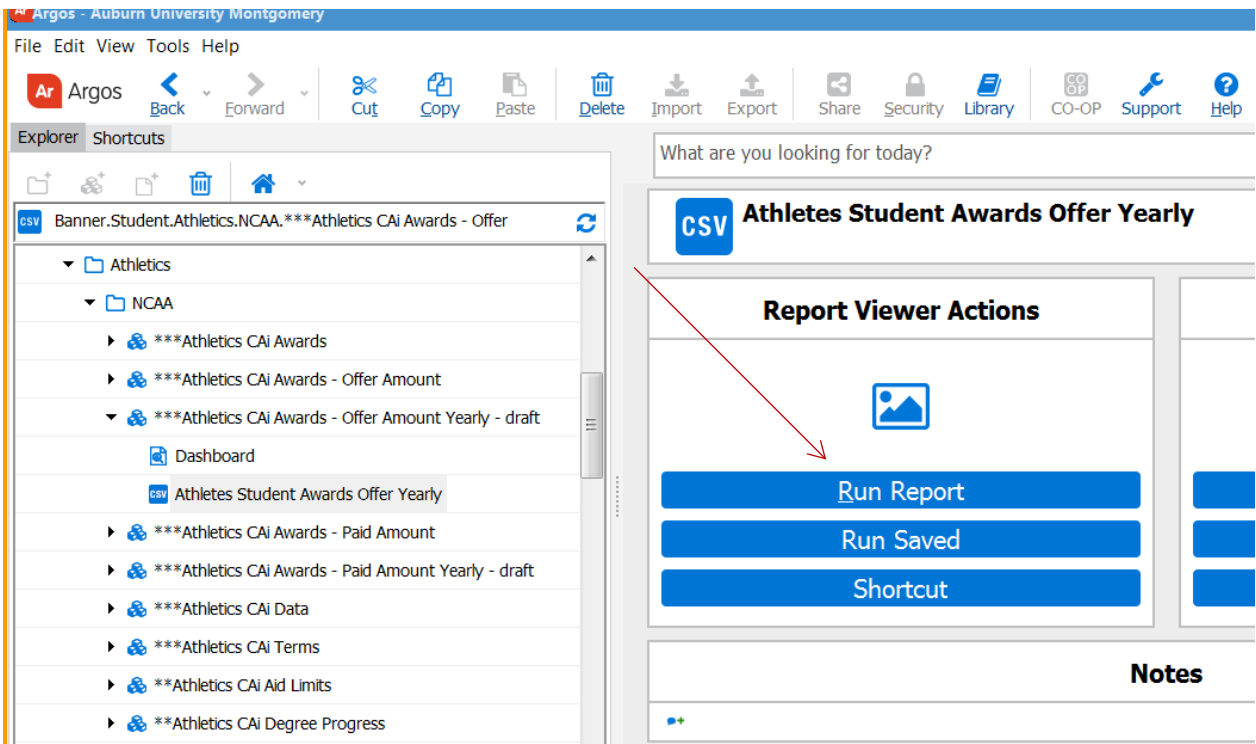
**Click on Athletics CAI Awards-Offer Amount Yearly-draft**



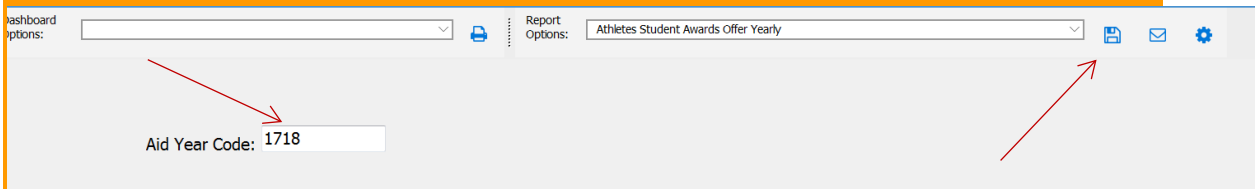
**Click on csv-Athletes Student Awards Offer Yearly**



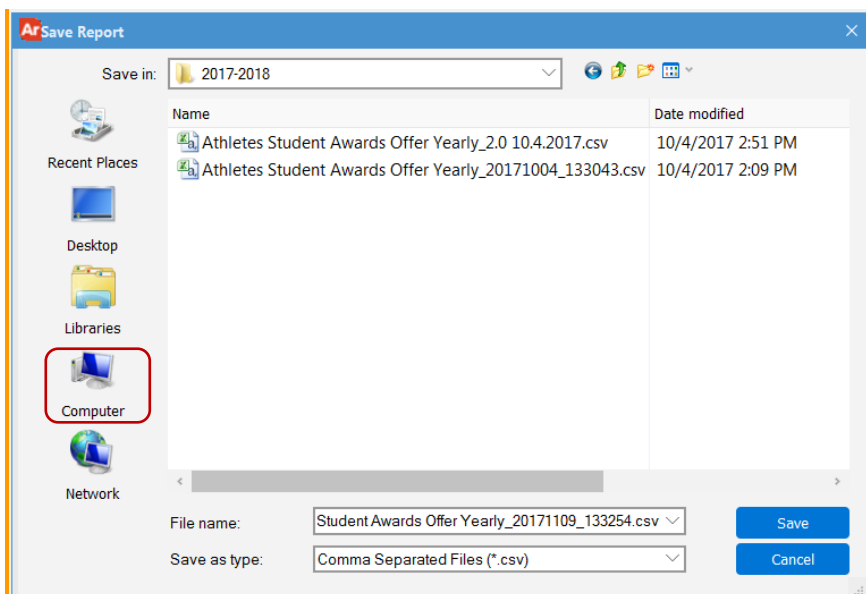
**Run Report**



Type 1718 in Aid Year Code: and click SAVE Icon



Save to-Computer-Compliance Team share folder-CA Manual-Imports-Award-file by year-save(file will open)



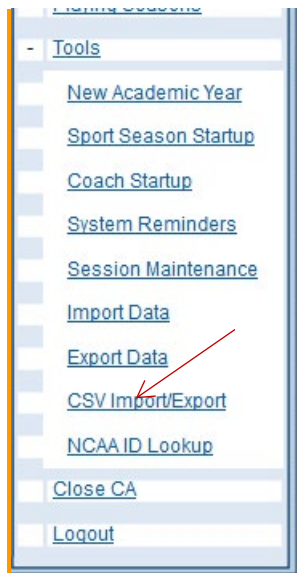
### LOG IN TO COMPLIANCE ASSISTANT

- Go to [www.ncaa.org](http://www.ncaa.org) -Click on My Apps-Log in using your username & password. Select the “Compliance Assistant” link.

- Open Compliance Assistant-Tools-**



- **Open CSV Import/Export-**





- The screen below will open

CSV Import/Export

Table

Action to perform

CSV Text

- Go to Compliance Team share folder-CA Manual-Imports-Award-find cvs import file-right click on file-select open with-notepad-ctrl key + A key(selects all)-then ctrl key + C key( copies selection)

Athletes Student Awards\_201701 Yearly Uplad.csv - Notepad

File Edit Format View Help

```

1617," 2,225.00",08/24/2016,S1,MSOHSG,S00324946,MSO,"Men's Soccer - Housing","Van Rheeden, Simon"
1617," 10,355.00",08/24/2016,S1,MSOTF,S00324946,MSO,"Men's Soccer - T & F","Van Rheeden, Simon"
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1617," 600.00",07/21/2016,S1,MTEMLP,S00297759,MTE,"Men's Tennis - Meal Plan","Veglia, Santiago"
1617," 9,755.00",07/21/2016,S1,MTETF,S00297759,MTE,"Men's Tennis - T & F","Veglia, Santiago"
1617," 250.00",07/30/2016,S1,WTEBKS,S00325218,WTE,"Women's Tennis - Books","Verweij, Iris"
1617," 650.00",07/30/2016,S1,WTEMLP,S00325218,WTE,"Women's Tennis - Meal Plan","Verweij, Iris"
1617," 2,225.00",07/30/2016,S1,WTEHSG,S00325218,WTE,"Women's Tennis - Housing","Verweij, Iris"
1617," 10,355.00",07/30/2016,S1,WTETF,S00325218,WTE,"Women's Tennis - T & F","Verweij, Iris"
1617," 125.00",07/29/2016,S1,DONORS,S00297023,WSB,"Outside Scholarship","Walker, Jaycie"
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1617," 900.00",07/21/2016,S1,WBBMPL,S00179681,WBB,"Women's Basketball - Meal Plan","Withrow, Kaylan"
1617," 2,500.00",07/21/2016,S1,WBBHSG,S00179681,WBB,"Women's Basketball - Housing","Withrow, Kaylan"
1617," 2,669.00",07/22/2016,S1,DLUSB,S00179681,WBB,"Direct Unsubsidized Loan","Withrow, Kaylan"
1617," 10,355.00",07/21/2016,S1,WBBTF,S00179681,WBB,"Women's Basketball - T & F","Withrow, Kaylan"
1617," 1,000.00",05/18/2016,S1,ACAAC2,S00233967,MSO,"Academic Achievement - Yr 2","York, William"
1617," 2,750.00",07/07/2016,S1,DLUSB,S00233967,MSO,"Direct Unsubsidized Loan","York, William"
1617," 4,820.00",05/10/2016,S1,MSOTF,S00233967,MSO,"Men's Soccer - T & F","York, William"
1617," 300.00",07/20/2016,S1,SEOG,S00207979,MSO,"Federal Suppl Opport Grant","Young, Christian"
1617," 1,000.00",07/20/2016,S1,DLUSB,S00207979,MSO,"Direct Unsubsidized Loan","Young, Christian"
1617," 2,250.00",07/20/2016,S1,DLSUB,S00207979,MSO,"Direct Subsidized Loan","Young, Christian"
1617," 2,678.00",05/10/2016,S1,MSOTF,S00207979,MSO,"Men's Soccer - T & F","Young, Christian"
1617," 2,908.00",07/20/2016,S1,PELL,S00207979,MSO,"Federal Pell Grant","Young, Christian"

```

- Go back to Compliance Assistant, where the CSV Import/Export table was opened.
- Select a table-**Student Awards**-Action to perform-**Create**-right click in the **CSV Text** area and paste-
- Click **submit**-

CSV Import/Export

Table: Student Awards

Action to perform: Create

CSV Text

Submit

- Review status report (OK/error)-copy and paste into Financial Aid Report spreadsheet(in status column added next to names)- to confirm all records have been imported correctly, any errors are to be addressed per student athlete on Compliance Assistant.

## REVIEWING STUDENT ATHLETE AWARD INFORMATION IN COMPLIANCE ASSISTANT

### LOG IN TO COMPLIANCE ASSISTANT

- Go to [www.ncaa.org](http://www.ncaa.org) -Click on My Apps-Log in using your username & password. Select the “Compliance Assistant” link.

### TO VIEW A STUDENT-ATHLETE’S ACCOUNT

- Click on “**Student-Athletes**” in the Account Links menu on the left side of the screen.



# Compliance Assistant

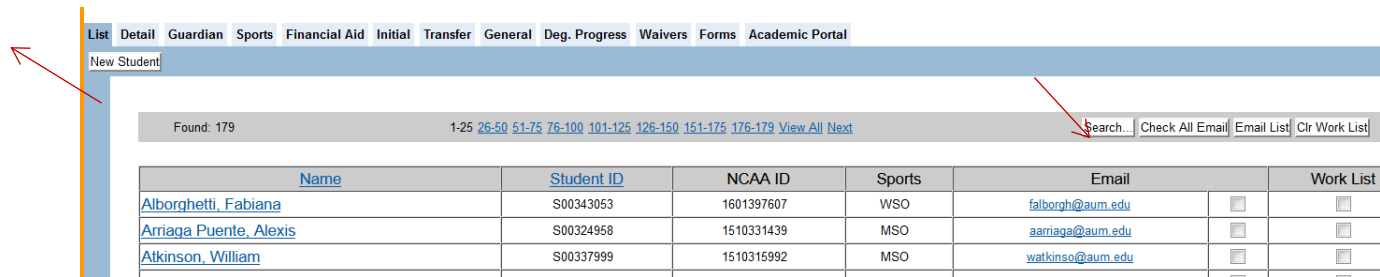
SELECTION

YEAR: 2017-18 ▼

ACCOUNT LINKS

- [Main](#)
- + [Administration](#)
- + [Setup](#)
- [Student-Athletes](#)
- + [Reporting](#)
- [Recruiting](#)
- [Recruiting Calendar](#)
- [Athletics Personnel](#)
- [Playing Seasons](#)
- + [Tools](#)
- [Close CA](#)
- [Logout](#)

- You will see a list of all student athletes. To choose by sport- click on **List**, then **Search**



Found: 179      1-25   26-50   51-75   76-100   101-125   126-150   151-175   176-179   View All   Next   Search...   Check All Email   Email List   Clr Work List

Name	Student ID	NCAA ID	Sports	Email	Work List
<a href="#">Alborghetti, Fabiana</a>	S00343053	1601397607	WSO	<a href="mailto:faborgh@aum.edu">faborgh@aum.edu</a>	<input type="checkbox"/>
<a href="#">Arriaga Puente, Alexis</a>	S00324958	1510331439	MSO	<a href="mailto:aarriaga@aum.edu">aarriaga@aum.edu</a>	<input type="checkbox"/>
<a href="#">Atkinson, William</a>	S00337999	1510315992	MSO	<a href="mailto:watkinso@aum.edu">watkinso@aum.edu</a>	<input type="checkbox"/>

- Click on the **Sport drop down box** and choose a sport- then click **Search** at the bottom

**Search Criteria**

Last Name:

First Name:

Gender: Male ☐ Female ☐

Recruited: Yes ☐ No ☐

Sport: **Men's Basketball** ▼

Student ID:

NCAA ID:

SSN:

Initial Enrollment Here:

Temp. Cert. Expires within:

Residence Requirement:

Aid Problem: ☐

Initial/Transfer Problems: ☐ Transfer Requirement ☐ Academic Certification  
☐ International Form ☐ Amateurism Certification


General Eligibility Problems: ☐ Fulltime Enrollment ☐ Student-Athlete Statement  
☐ Drug-testing consent

Degree Progress Problems: ☐ Good Academic Standing ☐ Academically Ineligible  
☐ Ineligible Due to Violation ☐ Designation of Degree  
☐ Six Hour ☐ GPA Rule ☐ 40/60/80  
☐ Credit Hour

Transferred Here: ☐

Transferred Away: ☐

- Click on the first student on the list-then click on Financial Aid


Showing 1 of 18 

**Airen Brooks**  
S00211537  
Sports: MBB

Detail Guardian **Sports** Financial Aid Initial Transfer General Deg. Progress Waivers Forms Academic Portal

Student Delete Student

- Review the information, comparing it to the Financial Aid Report, found in Compliance Team shared file

Showing 1 of 18 

**Airen Brooks**  
S00211537  
Sports: MBB

Detail Guardian Sports **Financial Aid** Initial Transfer General Deg. Progress Waivers Forms Academic Portal

Student Delete Student

The 'GIA Amount' field must reflect the student-athlete's full-year grant-in-aid amount, regardless of whether the student-athlete was enrolled at your institution for a full-year or a portion of the year only. Failure to enter a full-year grant-in-aid will result in an erroneous equivalency calculation that may negatively affect team financial aid limits and/or revenue distribution.

Grant-In-aid (GIA) Code In-State Grant-In-Aid Grant-In-aid (GIA) Amount \$20,580.00 Cost of Attendance (COA) Code In-State Cost of Attendance Cost of Attendance (COA) Amount \$23,667.00

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Types of Aid		Aid Amount Counted Toward			Action
						Athletics Aid	Unrelated to Athletics	Individual	Team	Minimums	
<input type="checkbox"/>	MBBHSG		07/21/2017	Full Year	\$4,580.00	\$4,580.00		\$4,580.00	\$4,580.00	\$4,580.00	Delete
<input type="checkbox"/>	MBBTE		07/21/2017	Full Year	\$9,910.00	\$9,910.00		\$9,910.00	\$9,910.00	\$9,910.00	Delete
<input type="checkbox"/>	MBBMPL		07/21/2017	Full Year	\$2,200.00	\$2,200.00		\$2,200.00	\$2,200.00	\$2,200.00	Delete
<input type="checkbox"/>	?										
Totals:					\$16,690.00	\$16,690.00		\$16,690.00	\$16,690.00	\$16,690.00	

Student-Athlete Counter?	Equivalency	Men's Basketball Team
Yes	0.81	9.37

- To find the Financial Aid Report-on the desk top, go to Computer-Compliance Team shared file-Financial Aid- the award year- Financial Aid Report (excel file)-choose the sport to be reviewed by the tabs across the bottom of the spreadsheet

- Compliance Assistant is reviewed by sport and by student to verify that all Athletic Scholarship information in Compliance Assistant is the same as on the Financial Aid Report. There are questions on Compliance Assistant for each institutional and outside scholarship that must be answered. Any item highlighted in “red” must be addressed, such as student loans and inconsistencies on the totals shown per student athlete. Any necessary explanations must be entered in the “comments” section. The athlete equivalencies and the team equivalencies are then reviewed to verify that all information in Compliance Assistant is the same as on the Financial Aid Report.
- On Compliance Assistant- choose the correct GIA Code for In-State or Out-of-State and the correct COA Code for In-State or Out-of-State

**Chandler Ferguson** Showing 7 of 18

S00173920  
Sports: MBB

[Detail](#) [Guardian](#) [Sports](#) [Financial Aid](#) [Initial](#) [Transfer](#) [General](#) [Deg. Progress](#) [Waivers](#) [Forms](#) [Academic Portal](#)

[Add Student](#) [Delete Student](#) [Save](#)

The 'GIA Amount' field must reflect the student-athlete's full-year grant-in-aid amount, regardless of whether the student-athlete was enrolled at your institution for a full-year or a portion of the year only. Failure to enter a full-year grant-in-aid will result in an erroneous equivalency calculation that may negatively affect team financial aid limits and/or revenue distribution.

Grant-In-Aid (GIA) Code: In-State Grant-In-Aid Grant-In-aid (GIA) Amount: \$20,580.00 Cost of Attendance (COA) Code: In-State Cost of Attendance Cost of Attendance (COA) Amount: \$23,667.00

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Types of Aid		Aid Amount Counted Toward			Action
						Athletics Aid	Unrelated to Athletics	Individual	Team	Minimums	
<input type="checkbox"/>	PELL		08/24/2017	Full Year	\$5,470.00		\$5,470.00	\$5,470.00	\$0.00	\$0.00	<a href="#">Delete</a>
<input type="checkbox"/>	DRPLUS		08/08/2017	Full Year	\$5,348.00		\$5,348.00	\$0.00	\$0.00	\$0.00	<a href="#">User Questions</a> <a href="#">Delete</a>
<input type="checkbox"/>	DLUSB		07/27/2017	Full Year	\$2,000.00		\$2,000.00	\$0.00	\$0.00	\$0.00	<a href="#">User Questions</a> <a href="#">Delete</a>
<input type="checkbox"/>	DLSUB		07/27/2017	Full Year	\$5,500.00		\$5,500.00	\$0.00	\$0.00	\$0.00	<a href="#">User Questions</a> <a href="#">Delete</a>
<input type="checkbox"/>	?										
<b>Totals:</b>					\$18,318.00		\$18,318.00	\$5,470.00	\$0.00	\$0.00	

Student-Athlete Counter?	Men's Basketball Team
No	0.0
	9.37

- For a student with student loans (DRPLUS, DLUSB, DLSUB), click on the User Questions for each type loan-

**Chandler Ferguson**  
S00173920  
Sports: MBB

Showing 7 of 18

[Detail](#)
[Guardian](#)
[Sports](#)
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[Academic Portal](#)

[New Student](#)
[Delete Student](#)

The 'GIA Amount' field must reflect the student-athlete's full-year grant-in-aid amount, regardless of whether the student-athlete was enrolled at your institution for a full-year or a portion of the year only. Failure to enter a full-year grant-in-aid will result in an erroneous equivalency calculation that may negatively affect team financial aid limits and/or revenue distribution.

Grant-in-aid (GIA) Code: In-State Grant-In-Aid  
 Grant-In-aid (GIA) Amount: \$20,580.00  
 Cost of Attendance (COA) Code: In-State Cost of Attendance  
 Cost of Attendance (COA) Amount: \$23,667.00

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Types of Aid		Aid Amount Counted Toward			Action
						Athletics Aid	Unrelated to Athletics	Individual	Team	Minimums	
<input type="checkbox"/>	PELL		08/24/2017	Full Year	\$5,470.00		\$5,470.00	\$5,470.00	\$0.00	\$0.00	<a href="#">Delete</a>
<input type="checkbox"/>	DREPLUS		08/08/2017	Full Year	\$5,348.00		\$5,348.00	\$0.00	\$0.00	\$0.00	<a href="#">User Questions</a> <a href="#">Delete</a>
<input type="checkbox"/>	DLSUB		07/27/2017	Full Year	\$2,000.00		\$2,000.00	\$0.00	\$0.00	\$0.00	<a href="#">User Questions</a> <a href="#">Delete</a>
<input type="checkbox"/>	DLSUB		07/27/2017	Full Year	\$5,500.00		\$5,500.00	\$0.00	\$0.00	\$0.00	<a href="#">User Questions</a> <a href="#">Delete</a>
<input type="checkbox"/>	?										
Totals:					\$18,318.00		\$18,318.00	\$5,470.00	\$0.00	\$0.00	

Student-Athlete Counter?	Men's Basketball Team
No	9.37

- Answer the question with the appropriate answer and save-

**Chandler Ferguson**  
S00173920  
Sports: MBB

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[Transfer](#)
[General](#)
[Deg. Progress](#)
[Waivers](#)
[Forms](#)
[Academic Portal](#)

[New Student](#)
[Delete Student](#)

2. Is the loan based upon a regular repayment schedule, available to all students and administered on the same basis for all students? ☒ Yes ☐ No

[Save](#)
[Cancel](#)

- Verify the student equivalency is the same as on the Financial Aid Report.

- Be sure to click save before going to the next student!

**Chandler Ferguson**  
S00173920  
Sports: MBB

Showing 7 of 18

Detail Guardian Sports **Financial Aid** Initial Transfer General Deg. Progress Waivers Forms Academic Portal

Save Student Delete Student

The 'GIA Amount' field must reflect the student-athlete's full-year grant-in-aid amount, regardless of whether the student-athlete was enrolled at your institution for a full-year or a portion of the year only. Failure to enter a full-year grant-in-aid will result in an erroneous equivalency calculation that may negatively affect team financial aid limits and/or revenue distribution.

Grant-In-aid (GIA) Code: In-State Grant-In-Aid Amount: \$20,580.00 Cost of Attendance (COA) Code: In-State Cost of Attendance Amount: \$23,667.00

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Types of Aid		Aid Amount Counted Toward			Action
						Athletics Aid	Unrelated to Athletics	Individual	Team	Minimums	
<input type="checkbox"/>	PELL		08/24/2017	Full Year	\$5,470.00		\$5,470.00	\$5,470.00	\$0.00	\$0.00	Delete
<input type="checkbox"/>	DRPLUS		08/08/2017	Full Year	\$5,348.00		\$5,348.00	\$0.00	\$0.00	\$0.00	User Questions Delete
<input type="checkbox"/>	DLUSB		07/27/2017	Full Year	\$2,000.00		\$2,000.00	\$0.00	\$0.00	\$0.00	User Questions Delete
<input type="checkbox"/>	DLSUB		07/27/2017	Full Year	\$5,500.00		\$5,500.00	\$0.00	\$0.00	\$0.00	User Questions Delete
<input type="checkbox"/>	?										
Totals:					\$18,318.00		\$18,318.00	\$5,470.00	\$0.00	\$0.00	

Student-Athlete Counter?	Men's Basketball Team
No	0.0
	9.37

- For a student with institutional scholarships, click on the User Questions by each scholarship-

**Irae Higginbotham**  
S00337850  
Sports: MBB

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Detail Guardian Sports **Financial Aid** Initial Transfer General Deg. Progress Waivers Forms Academic Portal

Save Student Delete Student

The 'GIA Amount' field must reflect the student-athlete's full-year grant-in-aid amount, regardless of whether the student-athlete was enrolled at your institution for a full-year or a portion of the year only. Failure to enter a full-year grant-in-aid will result in an erroneous equivalency calculation that may negatively affect team financial aid limits and/or revenue distribution.

Grant-In-aid (GIA) Code: Out-of-State Grant-In-Aid Amount: \$31,980.00 Cost of Attendance (COA) Code: Out-of-State Cost of Attendance Amount: \$33,817.00

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Types of Aid		Aid Amount Counted Toward			Action
						Athletics Aid	Unrelated to Athletics	Individual	Team	Minimums	
<input type="checkbox"/>	MBBHSG		05/27/2017	Full Year	\$4,450.00	\$4,450.00		\$4,450.00	\$4,450.00	\$4,450.00	Delete
<input type="checkbox"/>	WARHVK		04/04/2017	Full Year	\$4,000.00		\$4,000.00	\$4,000.00	\$0.00	\$0.00	User Questions Delete
<input type="checkbox"/>	AUMST1		06/29/2017	Full Year	\$13,680.00		\$13,680.00	\$13,680.00	\$0.00	\$0.00	User Questions Delete
<input type="checkbox"/>	MBBTE		05/27/2017	Full Year	\$5,640.00	\$5,640.00		\$5,640.00	\$5,640.00	\$5,640.00	Delete
<input type="checkbox"/>	MBBRKS		05/27/2017	Full Year	\$800.00	\$800.00		\$800.00	\$800.00	\$800.00	Delete
<input type="checkbox"/>	MBBMPL		05/27/2017	Full Year	\$2,200.00	\$2,200.00		\$2,200.00	\$2,200.00	\$2,200.00	Delete
<input type="checkbox"/>	?										
Totals:					\$30,770.00	\$13,090.00	\$17,680.00	\$30,770.00	\$13,090.00	\$13,090.00	

Student-Athlete Counter?	Men's Basketball Team
Yes	0.41
	9.37

- Answer the questions with the appropriate answers and save.
- Warhawk Scholarship (WARHVK)



**Trae Higginbotham**  
S00337850  
Sports: MBB

[Detail](#) [Guardian](#) [Sports](#) [Financial Aid](#) [Initial](#) [Transfer](#) [General](#) [Deg. Progress](#) [Waivers](#) [Forms](#) [Academic Portal](#)

[Student](#) [Delete Student](#)

4. Was the recipient ranked in the upper 20 percent of their high school graduating class or did the recipient achieve a cumulative grade-point average of at least 3.500 (based on a maximum of 4.000) or a minimum ACT sum score of 100 or a minimum SAT score of 1140 or the equivalent concordance established by the College Board? ☒ Yes ☐ No

5. Is the award based on the student-athlete's cumulative academic record from all collegiate institutions? ☐ Yes ☒ No

6. Has the student-athlete completed one academic year in college and achieved a cumulative grade-point average of 3.300 (on a 4.000 scale)? ☐ Yes ☒ No

[Save](#) [Cancel](#)

- AUM State Scholarship (AUMST1)

**Trae Higginbotham**  
S00337850  
Sports: MBB

[Detail](#) [Guardian](#) [Sports](#) [Financial Aid](#) [Initial](#) [Transfer](#) [General](#) [Deg. Progress](#) [Waivers](#) [Forms](#) [Academic Portal](#)

[Student](#) [Delete Student](#)

2. Is the award related to athletics ability? ☐ Yes ☒ No

[Save](#) [Cancel](#)

- For student athletes with a Pell Grant award, which causes them to be over the full grant-in-aid amount, the total will be shown in “red” and an explanation should be entered into the “Comments” section-

**Lafayette James-Core**  
S00335963  
Sports: MBB

[Detail](#) [Guardian](#) [Sports](#) [Financial Aid](#) [Initial](#) [Transfer](#) [General](#) [Deg. Progress](#) [Waivers](#) [Forms](#) [Academic Portal](#)

[Student](#) [Delete Student](#)

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The 'GIA Amount' field must reflect the student-athlete's full-year grant-in-aid amount, regardless of whether the student-athlete was enrolled at your institution for a full-year or a portion of the year only. Failure to enter a full-year grant-in-aid will result in an erroneous equivalency calculation that may negatively affect team financial aid limits and/or revenue distribution.

Grant-In-aid (GIA)		Grant-In-aid (GIA)		Cost of Attendance (COA)		Cost of Attendance (COA)	
Code	Amount	Code	Amount	Code	Amount	Code	Amount
Out-of-State Grant-In-Aid	\$31,980.00	Out-of-State Cost of Attendance	\$33,817.00				


Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Types of Aid		Aid Amount Counted Toward			Action
						Athletics Aid	Unrelated to Athletics	Individual	Team	Minimums	
<input type="checkbox"/>	PELL		06/06/2017	Full Year	\$5,920.00		\$5,920.00	\$5,920.00	\$0.00	\$0.00	<a href="#">Delete</a>
<input type="checkbox"/>	MBRMPL		08/28/2017	Full Year	\$2,200.00	\$2,200.00		\$2,200.00	\$2,200.00	\$2,200.00	<a href="#">Delete</a>
<input type="checkbox"/>	MBBTF		08/30/2017	Full Year	\$21,310.00	\$21,310.00		\$21,310.00	\$21,310.00	\$21,310.00	<a href="#">Delete</a>
<input type="checkbox"/>	MBRHSG		08/30/2017	Full Year	\$4,580.00	\$4,580.00		\$4,580.00	\$4,580.00	\$4,580.00	<a href="#">Delete</a>
<input type="checkbox"/>	?										
<b>Totals:</b>					<b>\$34,010.00</b>	\$28,090.00	\$5,920.00	<b>\$34,010.00</b>	\$28,090.00	\$28,090.00	

Student-Athlete Counter?	Men's Basketball Team
Yes	0.88

Equivalency	9.37
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Per NCAA Bylaw 15.3.1-Exception for Pell Grant- the student is permitted to receive Financial Aid equivalent to the value of a full grant-in-aid (\$31,980) plus the Pell Grant (\$5920) totalling \$37,900. -AH 10-25-2017

- For student athletes who have been awarded for one term only, change the Award Period from Full Year to the appropriate term-

Showing 9 of 20 



**Marisa Nieves**  
S00172991  
Sports: WSB

[Detail](#) [Guardian](#) [Sports](#) [Financial Aid](#) [Initial](#) [Transfer](#) [General](#) [Deg. Progress](#) [Waivers](#) [Forms](#) [Academic Portal](#)

[Student](#) [Delete Student](#)

The 'GIA Amount' field must reflect the student-athlete's full-year grant-in-aid amount, regardless of whether the award is for one term or the full year only. Failure to enter a full-year grant-in-aid will result in an erroneous equivalency calculation that may affect the student's eligibility.

Grant-In-aid (GIA) Code: Out-of-State Grant-In-Aid ▼ Grant-In-aid (GIA) Amount: \$31,980.00 Cost of Attendance: Out-of-State Co

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount
<input type="checkbox"/>	<a href="#">WSBTF</a>		06/15/2017 	Fall ▼	\$5,000.00
<input type="checkbox"/>	<span>?</span>			▼	
Totals:					\$5,000.00

- After all student athletes for a sport are reviewed, be sure to check the Team Equivalency to verify it is the same as on the Financial Aid Report.
- If an adjustment to a student-athlete's financial aid award is necessary during a term of the award after practice has begun, the Associate Director of Financial Aid will update the student-athlete's award in Banner. The Associate Director of Financial Aid will also update Compliance Assistant with the new award changes.
- NOTE: Once an award period begins, institutional financial aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletic reason. Institutional financial aid may be increased prior to the commencement of the period of the award for any reason.

