

Academic Enhancement and Student Assistance Funds are disbursed each June to be used the following academic year. At the end of each academic year, the national office collects data on how the funds are spent by each institution via report of uses forms. Below is a list of approved spend categories, which are available online within the Revenue Distribution System. The system will default to allow institutions to enter their expenditures. Conferences are responsible for reviewing their member institutions' forms and submitting them. The conference can change the default to enter data and complete the forms on behalf of their institutions.

The report of uses forms for Academic Enhancement and Student Assistance Fund (SAF/SAOF) are open from July 1<sup>st</sup> through August 31<sup>st</sup> each year. Once the report has been submitted by the conference, institutions will have read-only access to the information for their review and records. Please review the Academic Enhancement and Student Assistance Fund (SAF/SAOF) guidelines located under Resources within the Revenue Distribution system. If you have questions, contact Andrea Worlock at [aworlock@ncaa.org](mailto:aworlock@ncaa.org) or 317-917-6253.

### NAVIGATION INSTRUCTIONS

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1. Log in to the new *Revenue Distribution System* via [MyApps](#) at [ncaa.org](http://ncaa.org).
2. Select **View** from the *Report of Uses* feature card on the *Welcome Page*.



3. Click on either the *Academic Enhancement* or *SAF/SAOF* tab at the top of the screen.
4. Enter the appropriate dollar amount in each *spend category field*.
5. Select the **Save** button to save your entries.
6. Once you have completed the *Report of Uses* form, select the **Submit** button to send your submission.
7. Conferences must ensure all member institution forms are complete before final submission.

### SPEND CATEGORIES

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- Educational expenses and fees — Summer school, fifth- or sixth-year aid, tutoring, international student fees and taxes, professional program testing, supplies (expendable or educational), Champs/Life Skills/Student-Athlete Advisory Committee, and other educational expenses.
- Health and safety expenses — Insurance premiums for student-athletes, medical, dental or vision expenses for student-athletes (not covered by another insurance program for student-athletes), and other health and safety expenses.
- Personal or family expenses — Clothing, travel, other personal or family expenses, and stipend for cost of attendance.
- Institutional academic or programming enhancements — academic achievement or graduation awards, academic support services, and other academic or programming expenses.

### ADDITIONAL CATEGORIES FOR ACADEMIC ENHANCEMENT ONLY

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- Institutional academic or programming enhancements – academic personnel salaries and benefits, and capital improvements/equipment.