

## Policy on Student Athletic Financial Aid Appeals

If a student-athlete's athletic aid has been reduced, canceled, or not renewed, they must be provided written notice of an opportunity for a hearing (NCAA 15.3.5.1).

### Appeal Examples

- ◆ A major violation of NCAA or Conference rules and regulations.
- ◆ A violation of University policy, guidelines or practices.
- ◆ The decision is unjustified, or there was a lack of good faith by either party.

A student who wishes to appeal any decisions related to his/her athletic financial aid shall submit the *Student-Athlete Appeal Petition Form* to the Financial Aid & Scholarships Office. This request shall include:

- ◆ Student's Name, WSU ID, Year in School, Sport;
- ◆ Type and amount of previous financial aid;
- ◆ Reasons for believing that the decision was unfair or unjustified;
- ◆ Include names of institutional staff members the student has discussed the aid;
- ◆ Copies of any relevant documents supporting appeal
- ◆ The student may request an in-person hearing or written appeal process only.

**An appeal must be submitted to Student Financial Services by the date listed on the non-renewal, cancellation or reduction letter.**

### Appeals Committee

The appeals committee consists of three staff members from student service departments. Members are selected by the Senior Associate Director in the Student Financial Services office. Each member serves a one-semester term. The Athletic Aid Coordinator in the Student Financial Services Office arranges the meeting times and locations.

### Appeal Procedures

- ◆ Within two weeks after receiving a non-renewal or reduction letter, the student-athlete submits the *Student-Athlete Appeal Petition Form* to Student Financial Services.
- ◆ *The Student-Athlete Appeal Form* includes the items listed in the policy section above.
- ◆ The Assistant Director notifies the athletic department, and appeals committee of the request.
- ◆ Scheduling is based on the student-athlete's request for type of appeal (written or in-person hearing).
- ◆ A hearing is scheduled immediately.

Following the hearing, one of the two actions is taken:

- If the financial aid appeals committee finds that the decision to reduce, cancel, or not renew is **not** a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is immediately denied.
- If the financial aid appeals committee finds that the decision to reduce, cancel, or not renew aid is a violation of the rules, regulations and institutional policies, the appeal is immediately approved. The financial aid is then made available to the student as soon as possible.

The Committee's decision is final.

## ATHLETIC SCHOLARSHIP APPEAL PROCESS

### Appeal Instructions:

1. The attached Award Appeal Form must be completed.
2. You may submit supporting documentation if appropriate, with your petition.
3. If you wish to have a hearing, please indicate at bottom of the Award Appeal Form
4. Upon review, additional information may be requested by the committee.

Your award appeal form must be returned by *(date listed on the notification letter)*. Return the completed appeal petition and supporting information to:

Charity Downing, Athletic Aid Advisor  
Student Financial Services  
Washington State University  
380, Lighty Student Services Bldg.  
Pullman, WA 99164-1068  
(509) 335-9722  
[charity.downing@wsu.edu](mailto:charity.downing@wsu.edu)

### Appeal Options

(Timelines are based on when financial aid is notified student is appealing)

#### *OPTION A. Written Appeal*

1. Your written appeal form is directed to the Chair of the appeals committee within 2 weeks.
2. The coach/athletic representative also submits a written statement to the committee upon notice of appeal.
3. A copy of each statement is immediately sent to the opposite party.
4. The coach and student-athlete may send back a rebuttal statement within 2 weeks.
5. The committee will review all the documents and reach a decision within two weeks of receipt all final documents.
6. The chairperson will issue the committee's response to you in writing as soon as possible.

#### *OPTION B. Formal Hearing*

1. Your written appeal form is directed to the Chair of the appeals committee within 2 weeks.
2. The coach/athletic representative also submits a written statement to the committee upon notice of appeal.
3. A copy of each statement is immediately sent to the opposite party.
4. Student Financial Services will notify you to schedule a hearing within 2 weeks. Note that a teleconference hearing is an option.
5. All parties will be notified of the time and place of the hearing.
6. Each side will present their information to the appeals committee. Note that you must notify Student Financial Services if you intend on having legal representation present during the appeal hearing.
7. Subsequent to the hearing, the chairperson will issue the committee's response to you in writing as soon as possible

