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## Texas Tech University Student Financial Aid & Scholarships Student-Athlete Athletic Scholarship Appeals Process

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### Summary

In accordance with NCAA Bylaw 15.3.2.4 (Hearing Opportunity), the following outlines Texas Tech University's policies and procedures for conducting an appeal hearing related to the cancellation, reduction, or non-renewal of athletics aid.

### Policy

A student-athlete who wishes to appeal any decision related to his or her athletic grant-in-aid shall submit the **Student-Athlete Athletic Scholarship Appeals Request form** (See Below) and any supporting documentation to the Student Financial Aid office.

The Student Financial Aid office will schedule a hearing before the Athletic Scholarship Appeals Committee so that the committee may review statements and documentation made by the student-athlete and the athletic department (Head Coach/Sport Designee, Compliance, Athletics Academic Services, AD) during the appeal hearing to make their decision.

The committee's decision is final and there is no further appeal beyond the Athletic Scholarship Appeals Committee.

The student-athlete will be notified of the committee's decision both verbally and in writing.

### Procedures

The Student Financial Aid Office will send a notification of non-renewal, cancellation or reduction of athletics aid to the student-athlete. This is sent electronically via TTU email and also via certified mail.

If the student-athlete wishes to appeal the non-renewal, cancellation or reduction of athletics aid, he/she must submit this request in writing to the Student Financial Aid office. This request must be submitted within **five (5) business days** from the date on the non-renewal, cancellation, or reduction letter. *If the student-athlete does not appeal within this appeal window or informs the Student Financial Aid office in writing that he/she will not be submit an appeal then the awarded athletic aid will be cancelled immediately and the hearing opportunity will be forfeited.*

The student-athlete's request to appeal should include the Student-Athlete Athletic Scholarship Appeal Request Form (see below). The student-athlete should provide a written statement to explain why the athletics aid should not be cancelled, non-renewed, or reduced. The student-athlete should also include any supporting documentation that he/she feels relevant to the appeal.

Once received, the Student Financial Aid office will request a statement and any relevant documentation from the athletics department (Head Coach/Sport Designee, Compliance, Athletics Academic Services, AD).

All statements and documentation from all parties must be provided to the Student Financial Aid office at least **one (1) day** prior to the scheduled appeal hearing. An appeal hearing will be scheduled by the **15<sup>th</sup> day** after receiving the student-athlete's request.



### Hearing Format

The Director of Student Financial Aid, acting as the Athletic Scholarship Appeals Committee Chair shall choose to have the committee meet in person or will ensure all statements and documentation are provided to the committee electronically for review.

**For an in person hearing**, the Committee Chair and committee members will convene in private session to review any submitted statements and/or documentation. From this information, the committee will vote whether to uphold the athletics department recommendation to cancel/non-renew/reduce the athletic scholarship or to reinstate the aid to the student-athlete.

The Committee Chair shall collect and total the votes. The Committee Chair or Designee will inform all parties of the committee's decision in writing within **(1) business day** of the voting.

The committee's decision is final and there is no further appeal beyond the Athletic Scholarship Appeals Committee.

**For a hearing conducted electronically**, the committee members will be sent all statements and documentation electronically to review by the Committee Chair or designee. Each committee member will have **(1) one business day** to review the materials and return a vote to uphold the athletics department recommendation to cancel/non-renew/reduce the athletic scholarship or to reinstate the aid to the student-athlete.

The Committee Chair shall collect and total the votes. The Committee Chair or Designee will inform all parties of the committee's decision in writing within **(1) business day** of the voting.

The committee's decision is final and there is no further appeal beyond the Athletic Scholarship Appeals Committee.

### Athletic Scholarship Appeals Committee Members

Committee Chair – Director, Student Financial Aid (Non-Voting Member)

Committee Member – Dean of Students, Center of Campus Life or designee

Committee Member – SGA President or designee (must be a current TTU student)

Committee Member – TTU Libraries (Or similar student services department on campus)

Committee Member – Student Business Services

Committee Member – Faculty Representative

### Review and Reference

This process was updated on June 22<sup>nd</sup>, 2015 and approved by the Director of Student Financial Aid. It is reviewed annually. Document saved in TTU SFA – NCAA Compliance documents and available online on at the Student Financial Aid website at [www.financialaid.ttu.edu](http://www.financialaid.ttu.edu).



TEXAS TECH UNIVERSITY

# Student Financial Aid & Scholarships™

NCAA COMPLIANCE

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## STUDENT-ATHLETE ATHLETIC SCHOLARSHIP APPEALS REQUEST FORM

Student Name: \_\_\_\_\_ TTUR#: \_\_\_\_\_

Student Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please state your reasoning for appeal below. Attach additional pages if necessary.

Did you include supporting documentation?  YES  NO

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**THIS MUST BE RETURNED TO THE STUDENT FINACIAL AID OFFICE WITHIN 5 DAYS OF YOUR NOTIFICATION LETTER.**

Return to [ben.montecillo@ttu.edu](mailto:ben.montecillo@ttu.edu) | West Hall 308 | Lubbock, Texas 79409-5011 | Office 806-834-5435 Fax 806-742-4615  
TTU Athletic Scholarship Appeals Policy and Procedures are available online at [www.financialaid.ttu.edu](http://www.financialaid.ttu.edu)