

## Procedures for Awarding Athletic Scholarships

During the regular annual budget process, the Executive Council reviews request for the new budget year, making recommendations through appropriate Vice Presidents to the President. The President has final approval authority for the new budget, informing Vice Presidents of budgeted items. The Provost receives the Athletic Budget and reviews it with the Athletic Director, including the total available for athletic scholarships. The Athletic Director determines scholarships allotments to each team. The head coach and assistant coaches for that sport recommend to the Athletic Director which student receives what amount. Coaches base their recommendation on the athletes' prior high school or college performance both in the classroom and in the specific sport. Students must compete for the scholarships by contacting the coach of the respective sport. Any current or prospective TAMIU student may try out as a "walk-on" and compete for athletic scholarships. The head coach and his/her assistant coaches present their recommendations to the TAMIU Athletic Director for approval. The Athletic Director or his designee will notify Financial Aid with the student's names and the amount of the athletic scholarship.

The following steps must be accomplished for the awarding of Athletic Scholarships.

1. The Coach of any given sport program will generate an "Athletic Scholarship Agreement" (ASA) which must be signed by the Coach, the Athletics Director, the Scholarship Officer and the Student-Athlete. This form must be done in triplicate with one copy going to the Athletics Director, one copy to the Financial Aid Office and one copy to the Student-Athlete.
2. The Financial Aid Office will keep the ASA on file to confirm the amount, the Student Athlete, the sport (account) and the semester that the scholarship will be awarded.
  - No Student-Athlete may receive an Athletic Scholarship unless they have completed a FAFSA and must completely use **all** other applicable grants or scholarship prior to being awarded the Athletic Scholarship.
  - No Student-Athlete may receive more total Financial Aid than the amount of their cost of education.
  - After using other grants or scholarships, the amount of the Athletic Scholarship, as designated in the ASA, may be less but never exceeded.
3. Prior to the start of each semester, the Financial Aid Office will generate a "Focus Report" on all Student-Athletes for that semester and submit it to the Director of Athletics, who in turn reviews the report and forwards it to the Provost and President for approval.
4. The Director of Athletics will transfer funds from the appropriate 5000 accounts to the respective 600 accounts in collaboration with the Comptroller's Office.