

# DISTRIBUTION OF ATHLETIC AID POLICY

*Division: Academic Affairs*

## *Policy Statement*

The distribution of an athletic scholarship to Terra State Community College (TSCC) student athletes must follow the rules and regulations of the National Junior College Athletic Association (NJCAA).

## *Policy Details*

- A. Per the NJCAA Handbook ([Article VI, Section 2A.6](#)): "A member college may not extend any funds to a student-athlete prior to the signing and proper submission of the Letter of Intent (LOI)". The Letter of Intent serves as an institutional agreement and is granted for a maximum duration of one (1) academic year, spanning from August 1 to July 31.

## *Procedures*

- A. Through the recruiting and vetting process, head coaches for the NJCAA Division II sports will identify student-athletes deserving of an athletic scholarship.
- B. Those names will be provided to the Athletic Director as well as the recommended award amount.
  - 1. Each NJCAA Division II sport maintains an annual maximum amount for distribution per team, as determined by the Athletic Director and Vice President for Academic Affairs.
- C. The Athletic Director will initiate the electronic Letter of Intent (LOI) as found on the NJCAA compliance portal.
  - 1. Each LOI must include the signature of the student-athlete receiving aid as well as the date the letter was initiated. If the student is under 18 years of age, a parent or legal guardian's signature is also required.
- D. Completed LOIs will be submitted to the TSCC Financial Aid Office by the Athletic Director prior to the first official team practice for the application of the athletic aid to the student athlete's account.
  - 1. Athletic Aid may not be applied to any student-athlete without a completed LOI on file with both the Athletic Director and the Office of Financial Aid prior to the first official team practice.

## *Resources*

[NJCAA Handbook](#)

[Division II - NJCAA Letter of Intent Form - 25-26.pdf](#)

## Documentation

## Definitions

<i>Term</i>	<b>Definition</b>
<i>Athletic Scholarship</i>	An athletic scholarship is defined as any institutional athletic aid given to any student, from any source, on the basis of his / her athletic capabilities or athletic association

**Policy**

**Division:**

*Letter of Intent*

A binding agreement that commits a student-athlete to an NJCAA member college for one academic year

**Approval History**

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
12/19/2024	Entire Document	New Policy	CASA Co-Chair, Dr. Doug Mead

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 12/20/2024**

**Next Review Date: 1/31/2027**