

IPFW Athletics

NATIONAL LETTER OF INTENT REQUEST FORM

Office of Athletic Compliance

National Letter of Intent Procedure

1. Coach submits a NLI Request to the Compliance Office for approval. Note: PSA must be in FrontRush.
2. The Compliance Office verifies that PSA is listed on the IRL and that a core course evaluation has been completed.
3. The Compliance Office creates the NLI document and cover letter.
4. Letters of Intent with accompanying cover letters are given to Business Manager for fiscal approval signature, and date.
5. The Compliance Office takes the NLI to the Business Office and Director of Financial Aid's office for signature and date.
6. Once all signatures have been obtained, the Compliance Office will e-mail the NLI to the prospective student-athlete.
7. Once the NLI is received, the Compliance Office verifies validity of document.
8. The Compliance Office makes a copy of valid NLI, gives a copy to coach and sends original document to conference office via certifiable mail within two (2) business days.
9. The Compliance Office notifies Media Services and Coach by e-mail when it is permissible to post a press release.

National Letter of Intent Checklist

For Compliance Office Use Only

- YES N/A *If in the early signing period, the prospect has signed the NLI within 7 days of it being issued.*
- YES N/A *If in the regular signing period, the prospect has signed the NLI within 14 days of it being issued.*
- YES N/A *If the prospect is under 21 years of age, the parent or guardian has signed the NLI and the IPFW athletic aid agreement.*
- The prospective student-athlete has signed both the NLI and the IPFW athletic aid agreement.*
- If signed on the first possible signing date, the prospect has signed after 7:00AM local time.*
- The NLI has been filed with the Conference Office within 21 days after the date of final signature.*
- The appropriate personnel have signed the NLI and IPFW athletic aid agreement.*

COMPLETED FOR:

SPORT:

COMPLIANCE SIGNATURE:

DATE:

IPFW Athletic Department

NATIONAL LETTER OF INTENT REQUEST FORM

Office of Athletic Compliance

PROSPECT INFORMATION

NAME:

DATE OF BIRTH:

SPORT:

ELIGIBILITY CENTER ID#:

PHONE#:

ADDRESS:

EMAIL:

COUNTRY:

INITIAL ENTRANCE TO IPFW

ACADEMIC YEAR OF INITIAL ENTRANCE:

HS Graduate

JC Transfer

4 YR. Transfer

4-2-4 Transfer

IF JC TRANSFER:

2-4 Qualifier

2-4 Non-Qualifier

Expected JC Grad Date:

AID INFORMATION

Choose one of the following:

If you chose **Partial Award...EITHER:**

Check **ALL** That Apply on the Left

OR

Complete A OR B on the Right

In State Tuition & Fees

Out of State Tuition & Fees

Room

Board

Books

A. Scholarship Dollar Amount:

B. Percentage of Full-Time Equivalency:

COACH'S SIGNATURE

I certify that the above information is accurate and complete.

PSA is in FrontRush.

Name:

Date:

COMPLIANCE OFFICE INFORMATION

Recorded in IRL

Completed Core Course Evaluation

No Fee Issue

Amateurism Q

Signature:

Date:

Date issued to PSA:

Date PSA must sign by:

Date sent to Summit League:

Signature:

Date: