

IPFW Athletic Department

NATIONAL LETTER OF INTENT REQUEST FORM

Office of Athletic Compliance

National Letter of Intent Procedure

1. Coach submits NLI Request to Compliance Office for approval.
2. Compliance Office verifies that PSA is listed in IRL and that an eligibility evaluation has been completed.
3. Compliance Office creates 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. Two (2) copies of NLI and cover letter are given to coach.
6. Coach takes NLI to Business Office and Director of Financial Aid's Office for signature and date.
7. Once all signatures have been obtained, it is requesting coach's responsibility to forward NLI to the prospective student-athlete and then return NLI request form to Compliance Office.
8. Once NLI is received, Compliance Office verifies validity of document.
9. Compliance Coordinator 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.
10. Compliance Office notifies the Media Office 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 prospect has completed the Name, Address, Eligibility Center and Date of Birth sections*
- 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:

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Office of Athletic Compliance

PROSPECT INFORMATION

NAME:

SPORT:

ELIGIBILITY CENTER ID#:

PHONE#:

ADDRESS:

DATE OF BIRTH:

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.

Name:

Date:

COMPLIANCE OFFICE INFORMATION

Recorded in IRL Completed Eligibility Evaluation No Fee Issue Amateurism Q

Signature:

Date:

Date issued to PSA: Date PSA must sign by: Date sent to Summit League:

Signature:

Date: