

## Scholarship Authorization Process

### *Awarding of Financial Aid*

Prior to the issuance of any athletic funds, the financial aid office must have on file an original signed Scholarship Authorization form.

The dissemination of this process shall be made by the Head Coach, Compliance Director, Athletic Budget Manager, Director of Athletics or designee, Vice President for Academic Affairs, the Budget Office (Comptroller) and the Financial Aid Director.

The Head Coach shall initiate the process by recommending to the Compliance Director the names of the student-athletes, ID numbers, in-state or out-of state residency, amount of Scholarship given in the fall semester, amount of scholarship given in the spring semester and total given during the entire year.

After obtaining a completed signed authorization form from the Head Coach, Compliance Director should review the names to determine if student-athletes are eligible to receive Athletic Scholarship funds. If the form meets his/her approval the Compliance Director will endorse the Athletic Scholarship Authorization form.

The Compliance Director should submit the Scholarship Authorization form to the Athletic Budget Manager to review so that he/she can determine the financial aspect of the Scholarship Authorization Form. If the revenues are available the Athletic Budget Manger should approve the form by endorsing his/her name on the form.

The Scholarship Authorization shall be submitted to the Director of Athletics or his/her designee for approval. After meeting the Director of Athletics approval, he/she shall sign the form and forward it to the Vice President of Academic Affairs office for approval.

The Vice President of Academic Affairs will review the document for approval. After meeting the approval and receiving the signature of VP for Academic Affairs, the Authorization form will be forwarded to the Office of the Controller.

The Office of Controller Budget Officer will review the funds and make any adjustment necessary and after meeting the approval and obtaining a signature from the budget officer, the Authorization Form will be forwarded to the Office of Financial Aid.

The Financial Aid Director/designee shall review the form for accuracy and place the Scholarship amount on each student athlete account. If a signature is missing from the Authorization Form, the Financial Aid Director will not record any aid until all signatures are on the form.

**\*\*\*\*\* If the authorization form is rejected by anyone, the form shall be forwarded to the Office of Compliance for corrections or adjustments.**

*Coppin State University Athletics  
Scholarship Authorization Form*

Sport \_\_\_\_\_ Year \_\_\_\_\_ Fund Code \_\_\_\_\_

Name	ID Number	In/Out	Fall amount	Spring Amount	Total

\_\_\_\_\_  
**Head Coach**

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

\_\_\_\_\_  
**Compliance Director**

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

\_\_\_\_\_  
**Athletics Budget Manager**

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

\_\_\_\_\_  
**Director of Athletics**

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

\_\_\_\_\_  
**Vice President of Academic Affairs**

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

\_\_\_\_\_  
*Budget Officer*

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

\_\_\_\_\_  
*Financial Aid Director*

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

*Coppin State University Athletics  
Scholarship Authorization Form*

Sport \_\_\_\_\_ Year \_\_\_\_\_ Fund Code \_\_\_\_\_

<b>Name</b>	<b>ID Number</b>	<b>In/Out</b>	<b>Fall amount</b>	<b>Spring Amount</b>	<b>Total</b>

\_\_\_\_\_  
**Head Coach**

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

\_\_\_\_\_  
**Compliance Director**

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

\_\_\_\_\_  
**Athletics Budget Manager**

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

\_\_\_\_\_  
**Director of Athletics**

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

\_\_\_\_\_  
**Vice President of Academic Affairs**

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

\_\_\_\_\_  
*Budget Officer*

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

\_\_\_\_\_  
**Financial Aid Director**

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