

Academic Enhancement and Student Assistance

Funds are dispersed each June to be used the following academic year. At the end of each academic year, the national office collects data on how the funds are spent by each institution via report of uses forms for research purposes only. Below is a list of approved spend categories which are available on-line within the new Revenue Distribution System. The system will default to allow institutions to enter their expenditures. Conferences are responsible for reviewing their member institutions forms and submitting. The conference can change the default to enter data and complete the forms on behalf of their institutions.

The Report of Uses forms for Academic Enhancement and Student Assistance Funds must be submitted no later than **Sept. 1** each year. Once the report has been submitted by the conference, institutions will have read-only access to the information for their review and records. Additional details for each fund are in the [2017 NCAA Division I Revenue Distribution Plan](#). If you have general inquiries, please email revenuedistribution@ncaa.org or call Debbie Atkinson at 317-917-6203. For distribution-specific questions, contact Andrea Worlock at aworlock@ncaa.org or 317-917-6253.

NAVIGATION INSTRUCTIONS

1. Login to the new *Revenue Distribution System* via [MyApps](#) at www.ncaa.org.
2. Select **View** from the *Report of Uses* feature card on the *Welcome Page*.



3. **Click** on either the *Academic Enhancement* or *SAF/SAOF* tab at the top of the screen.
4. **Enter** the appropriate dollar amount in each *spend category field*.
5. Select the **Save** button to save your entries.
6. Once you have completed the *Report of Uses* form, select the **Submit** button to send your submission.
7. Conferences must ensure all member institution forms are complete and the total reported agrees to the *Amount Distributed* prior to final submission.

SPEND CATEGORIES

- Educational expenses and fees – Summer school, fifth- or sixth-year aid, tutoring, international student fees and taxes, professional program testing, supplies (expendable or educational), Champs/Life Skills/Student-Athlete Advisory Committee (SAAC), and other educational expenses.
- Health and safety expenses – insurance premiums for student-athletes, medical, dental or vision expenses for student-athletes (not covered by another insurance program for student-athletes), and other health and safety expenses.
- Personal or family expenses – clothing, travel, other personal or family expenses, and stipend for cost of attendance (stipends are restricted to 40 percent of the total Academic Enhancement Fund).
- Institutional academic or programming enhancements – academic achievement or graduation awards, academic support services, and other academic or programming expenses.

ADDITIONAL CATEGORIES FOR ACADEMIC ENHANCEMENT ONLY

- Academic personnel salaries and benefits
- Capital improvements/equipment