



NCAA Compliance Assistant

How to Enter Financial Aid for Revenue Distribution Purposes

Steps to ensure accurate revenue distribution information is imported from compliance assistant (CA) to the financial reporting system (FRS).

1. Answer the following question: Are there any student-athlete's financial aid records that indicate the Equivalency Computation Denominator as Full-Grant-in-Aid (FGIA) per NCAA Bylaw 15 is being used to calculate individual and team limit equivalencies (this information can be found on each student-athlete's financial aid screen or via an ad hoc report)?

GIA/FGIA per Bylaw 20 Code	GIA/FGIA per Bylaw 20 Amount	COA/FGIA per Bylaw 15 Code	COA/FGIA per Bylaw 15 Amount	Institutional COA Code	Institutional COA Amount
	\$21,600.00		\$25,000.00		\$25,000.00
COA/FGIA per Bylaw 15 Fall		COA/FGIA per Bylaw 15 Spring			
\$.00		\$.00			

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Aid Amount Counted Toward			Action
						Individual	Team	Minimums	
<input type="checkbox"/>	ATHL		11/01/2016	Full Year	\$21,600.00	\$21,600.00	\$21,600.00	\$21,600.00	Delete
<input type="checkbox"/>	QERA		11/01/2016	Full Year	\$3,400.00	\$3,400.00	\$3,400.00	\$3,400.00	Delete
					Totals:	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00

Recruited (per Bylaw 15)? **Yes**

Meets Period of Award Exceptions?

Meets Reduction/Cancellation/Reversal Exception?

Equivalency Computation Denominator **COA/FGIA per Bylaw 15**

If no, there is no need to adjust your financial aid award amounts to accommodate for the athletics aid that is exempt from revenue distribution calculations. No additional work is needed and you may submit your revenue distribution information through the membership FRS.



If yes, follow the instructions below to adjust the financial aid award amounts to accommodate for the athletics aid awarded that is exempt from revenue distribution calculations. *Note: It is likely users will need to adjust financial aid data for the 2015-16 and 2016-17 academic years.*



2. Determine which student-athlete records need to be adjusted to accommodate any athletics aid awarded that is exempt from revenue distribution calculations. Run the "Revenue Distribution – FGIA per Bylaw 15" ad hoc report created by the CA team to assist in the process of identifying those student-athletes whose financial aid awards may need attention.

How to Run the Ad Hoc Report

(See CA User Guide – Chapter 11 – Ad Hoc Reporting Page No. 21)

1. Click the Reporting link in the Account Links menu on the left-hand side of the screen.
2. Click the Ad hoc Reporting link.
3. Search the List screen for the report title "Revenue Distribution – FGIA per Bylaw 15."
4. Click the Run link in the Action column.
5. Indicate the appropriate academic year to pull student-athlete data.

Note: CA uses the second year of an academic year in criteria and reporting. If the user wishes to pull data for the 2015-16 academic year, the user should enter 2016 in the report criteria page. If the user wishes to pull data for the 2016-17 academic year, the user should enter 2017 in the report criteria page.

3. Users must review the student-athletes' financial aid agreements to determine if an individual student-athlete was awarded athletics aid for an element other than tuition and fees, room and board, and required course-related books and have been assigned the equivalency computation denominator "FGIA per Bylaw 15." If there are such instances, CA users must create a new fund code to account for the athletics aid that was awarded for other expenses related to attendance at the institution.

How to Create a New Fund Code

(See CA User Guide – Chapter 4 – Setup Information Page Nos. 8 through 10)

1. Click the "Financial Aid Sources" link in the Account Links menu on the left side of the screen.
2. Click the "New Fund Source" button.

3. Enter a "Fund Code."
4. Enter a "Fund Name."
5. Choose the following "Aid Type" "Athletics Aid (Exempt from Revenue Distribution)."

Note: This athletics aid will count towards individual and team limits per the legislation, but will not be included in the revenue distribution calculation or the data transfer from CA to FRS.

4. Using the ad hoc report, navigate to the student-athletes for which athletics aid was awarded for elements other than tuition and fees, room and board, and required course-related books and adjust the athletics award accordingly to separate traditional athletics aid and athletics aid awarded for other expenses related to attendance.

**How to Update Student-Athlete Financial Aid Data
(See CA User Guide – Chapter 6 – Financial Aid Information Page Nos. 2 through 5)**

1. Click the "Student-Athletes" link in the "Account Links" menu on the left side of the screen.
2. Click the student-athlete's name on the List screen.
3. Click the Financial Aid tab near the top of the screen.
4. Enter the new "Fund Code" created to account for the other expenses related to attendance that cannot be included in the revenue distribution calculation.
5. Enter the "Award Date."
6. Enter the "Award Period."
7. Enter the "Award Amount."
8. Adjust any other athletics aid awards by the amount of the other expenses related to attendance that cannot be included in the revenue distribution calculation.
9. Click the "**Save**" button.

Note: Ultimately, users will end up with athletics awards (Athletics Aid) that can be used in the revenue distribution calculation and those that cannot (Athletics Aid – Exempt from Revenue Distribution). For example, an athletics award for traditional athletics aid elements (i.e., tuition and fees, room and board, required books) and athletics aid for other expenses related to attendance (e.g., miscellaneous expenses, travel, etc.).

GIA/FGIA per Bylaw 20 Code GIA/FGIA per Bylaw 20 Amount **\$21,600.00**
 COA/FGIA per Bylaw 15 Code COA/FGIA per Bylaw 15 Amount **\$25,000.00**
 Institutional COA Code Institutional COA Amount **\$25,000.00**

COA/FGIA per Bylaw 15 Fall \$0.00
 COA/FGIA per Bylaw 15 Spring \$0.00

Rollover	Fund Code	School ID	Award Date	Award Period	Award Amount	Aid Amount Counted Toward			Action
						Individual	Team	Minimums	
<input type="checkbox"/>	ATHL		11/01/2016	Full Year	\$21,600.00	\$21,600.00	\$21,600.00	\$21,600.00	Delete
<input type="checkbox"/>	CERA		11/01/2016	Full Year	\$3,400.00	\$3,400.00	\$3,400.00	\$3,400.00	Delete
<input type="checkbox"/>	<input type="text"/> ?								
Totals:					\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	

Recruited (per Bylaw 15)? **Yes**

Meets Period of Award Exceptions?

Meets Reduction/Cancellation/Increase Exception?

Equivalency Computation Denominator **COA/FGIA per Bylaw 15**

- Users may choose to run a squad list to see the difference between individual/team equivalency versus the revenue distribution equivalency.

Review/Compare and Contract Squad Lists
 (See CA User Guide – Chapter 12 – Standard Reports Page Nos. 2 through 9)

- Click the "Reporting" link in the "Account Links" menu on the left side of the screen.
- Click the "Standard Reports" link.
- Click the "Squad List" link found under the Financial Aid heading.

The Report Parameters Form will appear. The Squad List report may be filtered by either academic year and/or sport.

Squad List

Academic Year

Sport

Report Type HTML PDF

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4. Select the Academic Year from the drop down box.
5. Select the Sport from the drop down box.
6. Select the appropriate "Report Type" radio button.
7. Click the "**Run Report**" button.

Report Date: 11/1/2016
 Institution: NCAA University
 City/State: Indianapolis, IN

Academic Year: 2015-16
 Sport: Football
 Maximum Grants Permitted: 85.0

Name/L.D. No.	E L I G	Status of Student				Financial Aid				E X E M P T	Countable Players			Change in Status		Rev. Dist.	
		F S	Term 1st enrolled Any Year	# yrs rec'd aid	# of seas util	Recr.	Period of award	Athletic grant amount	Other cntbl. aid		Total cntbl. aid	Full grant amount	Initial	Over-all	Equi-valent award	Reason	Date