I. **RECRUITING**

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**ATTACHMENTS**

R-1  Unofficial Visit Ticket Request List
R-2  Coaches of Prospective Student Athletes Ticket Request List
R-3  Official Visits Permissible Restaurant List
R-4  Student-Athlete Host Instructions and Agreement Form
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Recruiting Philosophy and Official Visit Policy

RECRUITING PHILOSOPHY

Consistent with the University, the Athletics Department is committed to the quest for excellence in all areas and to the highest standards of integrity, ethics and honesty. Boston College will conduct all recruiting activities in accordance and in compliance with all conference, University, NCAA, state and federal rules and regulations.

Prospective student-athletes and their families should be able to fairly and ethically assess their opportunities for academic and athletic success at Boston College. The Athletics Department personnel should be afforded the opportunity to fairly and reasonably evaluate a prospective student-athlete for admission and participation in the University’s intercollegiate program.

To guide the staff, coaches, student hosts, and visiting prospective student-athletes, the Athletics Department has established the following policy to clearly state the University’s expectations for recruiting visits, and to provide a meaningful framework for a prospective student-athlete and the University to make an informed decision about the prospective student-athlete’s attendance and participation in the athletics program. This policy has been developed to articulate procedures for staff and students to report concerns about recruiting practices, to state Boston College’s intention to deal with any inappropriate recruiting activities, and to establish education and training in relevant areas to assist staff and students to adhere to these high standards.

The Director of Athletics, Senior Associate Athletic Director/Senior Woman Administrator and Associate Athletic Director for Compliance reviewed the mission of both the University and of the Boston College Athletics Department prior to developing such policies. Once the policies were developed, the President of Boston College reviewed and gave final approval prior to implementation. Further, the President of Boston College will approve any changes made to this policy. Once approved, the revised document will be forwarded to the Conference Office.

ACTIVITIES DURING OFFICIAL AND UNOFFICIAL VISITS

- Coaches are responsible to select student hosts who will follow official visit policies and provide a positive experience for a prospective student-athlete.
- Coaches are responsible to instruct their assistant coaches and student hosts about what types of behavior and activities are appropriate and inappropriate. While good judgment is expected of all student-athletes, and all possibilities cannot be listed, the following are some examples of appropriate and inappropriate activities:
  
  **Appropriate activities:**
  - Take the prospective student-athlete out for a snack
  - Take the prospective student-athlete to the movies
  - Take the prospective student-athlete to an on campus athletic or student event
  - Take the prospective student-athlete to an on or off campus party
  - Take the prospective student-athlete to play pool
  - Take the prospective student-athlete to engage in recreational activities (e.g., swimming, bowling)

  **Inappropriate Activities:**
  - Attendance at adult entertainment facilities
  - Excessive meals and transportation
  - Providing alcohol to under-aged prospective student-athletes
  - Excessive transportation, such as limousines
  - Use of escort services, exotic dancers, or any other similar services
  - Participation in any unethical or illegal activity, that violates criminal law or NCAA rules such as the use of drugs, or participation in gambling activities
  - Activities at any location that may cause a perception of impropriety

- Prior to the visit, coaches are responsible to ask the student host what activities are planned for the prospective student-athlete, and following the visit to ask what activities occurred.
• Coaches are responsible for notifying the student host that they may not provide alcohol or drugs to prospective student-athletes.
• Coaches are not permitted to use student groups or students other than student-athletes on that particular team for planned activities with prospective student-athletes without prior approval of the Director of Athletics or Associate Athletic Director for Compliance.
• During a prospective student-athletes visit to campus, he/she shall have the opportunity to visit with Learning Resources for Student-Athletes and/or an academic official within their anticipated degree program.
• During a prospective student-athletes visit to campus, he/she shall have the opportunity to visit with the Compliance Office to discuss initial-eligibility standards.
• Although there is no formal departmental curfew policy; a coach and/or Director of Athletics may impose a curfew.

TRAVEL, MEALS, LODGING, RECRUITING AIDS, PROSPECT, AND STUDENT HOST FORMS

• Prospective student-athletes utilizing air transportation to visit campus will use standard, coach-class, commercial flights.
• On campus transportation of prospective student-athletes shall only be by vehicles normally used by the Office of Admission to transport prospective students-athletes during visits, personal vehicles of student-athletes, or personal vehicles of coaches. (ANY EXCEPTIONS ARE TO BE APPROVED IN ADVANCE BY THE ASSOCIATE ATHLETIC DIRECTOR FOR COMPLIANCE.)
• All prospective student-athletes and their parents/guardians will be housed in standard lodging available to all guests at that hotel.
• All meals provided to prospective student-athletes and their parents/guardians will be comparable to meals provided to student-athletes during the academic year.
• No personalized recruiting aids (such as personalized jerseys, personalized audio or video scoreboard presentations) or game day simulations are permitted.
• Prospective student-athletes are required to read and sign the Prospective Student-Athlete Instructions and Agreement Form prior to initiating the visit.
• Student-athlete hosts are required to read and sign a Student-Athlete Host Instruction and Agreement Form prior to receiving host money.
• Host money may be used to entertain the prospective student-athlete in the appropriate manner as outlined within these guidelines.
• The student-athlete host shall ensure that the prospective student-athlete returns to appropriate persons or lodging as requested by coach.
• Student-athlete hosts shall inform the head or assistant coach of the entertainment activities that occurred during the visit.
• Prospective student-athletes and hosts may, at the request of the Compliance Office staff or Director of Athletics, be required to document the details of the visit, including expense receipts if requested.

OVERSIGHT, MONITORING, AND ENFORCEMENT

While the control of the Athletics Department rests with the President and the Director of Athletics, others at the University have important roles to play in preventing and reporting recruiting abuses. Those include, but are not limited to, the following:
• Head coaches are responsible for evaluating a prospective student-athlete’s character and citizenship, and for recruiting individuals who will share the University’s commitment to the highest standards of behavior and citizenship.
• Head coaches are expected to communicate to prospective student-athletes and their parents or guardians, the expectations of behavior prior to the official visit.
• If any coach receives information that a prospective student-athlete has any potentially embarrassing incidents, arrests or citations that would indicate a lack of character in his/her background, the coach is to make the Director of Athletics aware of those issues so that a joint decision can be made on whether or not to continue recruitment.
• The Associate Athletic Director for Compliance will ensure that the coaches have reviewed these policies and that they have reviewed them with their respective teams.

• The Assistant Director for Compliance and Recruiting will collect the following forms for each official visit:
  o Official Visit Pre-Approval Form (including transcript, test score, visit and flight itinerary);
  o Student-Athlete Host Instructions and Agreement form;
  o Prospective Student-Athlete Instructions and Agreement form;
  o Boston College Business Office Expense Report (if applicable);
  o Prospect Receipt Form (if applicable).

• Staff, coaches and student-athletes will be informed that any concerns about the recruiting process should be reported to the Associate Athletic Director for Compliance, who will in turn inform the Director of Athletics, so that appropriate action can be taken. An annual report of all recruiting violations shall be filed with the Conference.

• Staff, coaches or student-athletes found to be in violation of these policies may face disciplinary action.

EDUCATION

For these guidelines to be effective, they must be well understood and widely distributed.

• The Director of Athletics will reinforce these policies with the coaching staff periodically throughout the year.

• The Associate Athletic Director for Compliance will arrange for annual recruiting policy review sessions for all coaches and for each team.

• The Associate Athletic Director for Compliance will review the University’s expectations with student-athletes at the annual team meeting for each sport.

• This recruiting policy will be included in the annual NCAA rules review sessions for all coaches, in the New Staff Compliance Orientation, in the Student Athlete Handbook, Compliance Manual, Athletics Department Policy and Procedures Manual.

RECRUITING POLICY REVIEW PROCEDURES

These policies have been formulated based on input from the NCAA, Conference Office, Faculty Athletics Representative, members of the University’s Athletics Department, and staff members including the Director of Athletics.

The Recruiting Philosophy and Official Visit Policy will undergo annual review by the Athletics Department’s compliance committee and by an outside entity every four years.

REVIEWED AND APPROVED

Per NCAA regulations, this policy was last reviewed by an outside entity on March 9, 2015 by the Atlantic Coast Conference
Via Electronic Mail

March 9, 2015

Carly,

This is in response to your request for an outside evaluation of Boston College’s official visit policies, which must be completed every four years per NCAA Bylaw 13.6.1.

As specified when the requirement was adopted, these policies must be approved by the institution’s chief executive officer and should address each of the following 15 topical areas: 1) recruiting philosophy, 2) method used to develop recruiting policies, 3) description of the educational component, 4) responsibilities of student hosts, 5) pre-visit communication with prospects and parents, 6) forms and receipt policies used for prospects and student hosts, 7) participation of head coaches to communicate standards and policies, 8) underage use of alcohol, 9) use of drugs or sex as a recruiting device, 10) activities that violate criminal law, 11) gambling activities, 12) use of strippers, gentlemen’s clubs, or equivalent, 13) curfew and unstructured time, 14) on- and off-campus entertainment, and 15) applicable sanctions including a provision for an annual report of violations to the conference office. It is suggested that each area be addressed by your institution even if it was determined that no policy is necessary.

Accordingly, the conference office has reviewed your institution’s written policy. Based on our review of the information submitted, it appears that Boston College’s written policy continues to satisfy these required areas.

Feel free to contact me if you have any questions.

Sincerely,

Matt Burgemeister

Matt Burgemeister
Assistant Commissioner

cc: Brad Hostetter, Sr. Associate Commissioner
Unofficial Visits

POLICIES

- An unofficial visit to an institution by a prospective student-athlete is a visit made at a prospective student-athlete’s own expense. An institution cannot provide any paid expenses.
- A prospective student-athlete may make an unlimited number of unofficial visits to an institution at his or her own expense, except during a recruiting calendar dead period, unless the prospective student-athlete has signed a National Letter of Intent or made a formal commitment to Boston College.
- A prospective student-athlete may make unofficial visits before his or her senior year in high school.
- A prospective student-athlete must pay the actual cost of the meals.
- An athletics department staff member may arrange academic interviews for a prospective student-athlete on an unofficial visit.
- A prospective student-athlete on an unofficial visit may stay in an enrolled student-athlete’s dormitory room provided the prospective student-athlete pays the regular institutional rate for such lodging. The check must be made out to “Boston College” in the amount of $20 and provided at the time of the visit.
- The institution may provide a maximum of three complimentary admissions (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of campus on an unofficial visit. If a prospective student-athlete is a member of a nontraditional family (e.g., divorce, separation), the institution may provide up to two (2) additional complimentary admissions to the prospective student-athlete in order to accommodate the parents accompanying the prospective student-athlete (e.g., stepparents) to attend a home athletics event.
- The institution may provide transportation to a prospective student-athlete, when accompanied by an institutional staff member, to view off-campus practice and competition sites and other institutional facilities and to attend a home athletics contest at any local facility.
- An unofficial visit approval form is required to be submitted for each unofficial visit that occurs on campus.

PROCEDURES

1. All complimentary ticket requests for prospective student-athletes must be requested using the Unofficial Visit Ticket Request List (Attachment R-1) which should be submitted directly to the Ticket Office five days (5) prior to an unofficial visit.
   a. This form must be completed with the full legal name of each individual. No nicknames!
2. If a coach would like to request complimentary admissions for a high school, prep school or two year college coach they must complete the Coaches of Prospective Student-Athletes Ticket Request List (Attachment R-2)
   a. This form must be completed with the full legal name of each individual. No nicknames!
3. After each unofficial visit, coaches must submit an Unofficial Visit Record through the prospective student-athlete’s profile in JumpForward.
   a. An unofficial visit will not be marked as approved until the Prospect Receipt Form (Attachment R-6), if applicable, has also been submitted to the Compliance Office.
4. On the 10th of each month, the Compliance Office will contact all sports to verify that they have recorded all unofficial visits that occurred during the preceding month.
Official Visits

POLICIES

• All Official Visits must be approved by the Compliance Office before they can occur.
• All Official Visit paperwork is due five (5) business days prior to an official visit. This paperwork includes information on the following:
  o Meal cards- Meal cards may be issued to the prospective student-athlete, their parents/legal guardians and/or the student-athlete host to be used to purchase meals on campus. The student-athlete host can ONLY use the meal card when accompanying a prospective student-athlete to a meal. Misuse of a meal card will affect a student-athlete’s eligibility.
  o Parking Pass- Parking passes may only be provided during an official visit that occurs during a home football game weekend. To attain a parking pass the license plate number, type and model of the vehicle must be provided on the Official Visit Prior Approval Form. Parking passes must be picked up in the Compliance Office prior to the visit by the coach.
  o Parking Voucher- Boston College charges for parking. This will affect prospective student-athletes who drive to campus for their official visits and park their car on campus at any point during the visit. Our policy to manage this will be as follows:
    ▪ The coach must indicate on the official visit prior approval form that the prospective student-athlete will be parking a car on campus for their official visit. The coaching staff will be provided with a prepaid parking voucher to be used by the prospective student-athlete.
    ▪ In the event a parking voucher is not provided, coaches either need to be standing at the gate to pay for the parking (and then get reimbursed through an expense report) or the prospective student-athlete pays for the parking and then would send a receipt to the coaches for reimbursement.
    ▪ This will require planning ahead by the coaching staff and letting their prospective student-athlete know this information in case they need a form of payment to pay for the tickets.
    ▪ At no time can a coach provide a credit card or cash directly to a prospective student-athlete or their parents to pay for parking.
  o Complimentary Admissions- If a prospective student-athlete and their guests have plans to attend a ticketed home athletics event, the information must be listed on the Official Visit Prior Approval Form. This includes full names (no nicknames) for each recipient. Each complimentary admissions recipient must appear in person with appropriate identification at the Prospect Pass Gate (which opens when all gates open and closes at the conclusion of intermission). Those without proper identification will not be admitted to the athletics event.
  o Phone Number- The prospective student-athlete’s phone number and his or her parent’s phone numbers (if applicable) must be entered into their JumpForward profile before an official visit will be approved.
• If a prospective student-athlete is taken off-campus for a meal, restaurants must appear on the Official Visit Permissible Restaurants List (Attachment R-3).
• If an individual other than the prospective student-athlete or the prospective student-athlete’s parent, legal guardian, spouse or child is provided with a meal during the official visit, then the coach must immediately collect payment from the individual receiving the meal and the coach and prospective student-athlete must complete the Prospect Receipt Form (Attachment R-6) and submit it to the Compliance Office.
• Official Visits expense reports will only be approved and passed on to the Athletics Department Business Office if all official visit paperwork has been submitted.
• The Compliance Office must be notified immediately if an official visit is postponed, cancelled or extended due to inclement weather.

PROCEDURES

1. In order for an official visit to be approved, an Official Visit Pre-Approval Form must be submitted through the prospective student-athlete’s profile in JumpForward. Additionally, the following paperwork must also be attached and submitted through JumpForward to the Compliance Office at least five (5) business days prior to the official visit:
a. Official or unofficial high school transcript (or a college transcript for a transfer), and
   i. If a prospective student-athlete has attended multiple high schools, a transcript from each high school must be attached.
b. If a high school/prep school prospect, an SAT or ACT test score (taken on a national or state testing date), and
c. Travel itinerary if a prospective student-athlete is traveling by commercial air, train, or bus and BC is purchasing the travel.
d. Permission to Contact Letter if a prospective student-athlete is a four-year transfer.
e. A schedule of the visit (i.e. official visit itinerary).

2. The Compliance Office will notify the coach of the status of the official visit by sending an approval email.
   a. When available, a review of initial eligibility based on a prospective student-athlete’s high school transcript and test score will accompany the approval email.
   b. Coaches can pick up any meal cards and parking passes/vouchers after receiving this approval confirmation email.

3. The following must be submitted five (5) business days following the completion of an official visit:
   a. Student-Athlete Host Instructions and Agreement Form (Attachment R-4)
      (i) This agreement must be signed and dated by the student-athlete host and the coach prior to the start of an official visit. The coach must provide a copy of the agreement to the host.
      (ii) Neglecting to review the guidelines with the host is a violation of institutional policy.
   b. Prospective Student-Athlete Instructions and Agreement Form (Attachment R-5)
      (i) This agreement must be signed and dated by a prospective student-athlete and the coach prior to the official visit (i.e., upon the prospective student-athlete’s arrival on campus). The coach must provide the prospective student-athlete a copy of the agreement.
      (ii) Neglecting to review the guidelines with the prospective student-athlete is a violation of institutional policy.
   c. If applicable, the Boston College Business Office Expense Report (Attachment R-7).
      i. Indicate the location and list of all attendees and attach all applicable itemized receipts if a prospective student-athlete and their guests were taken off-campus for a meal.
      ii. The Student-Athlete Host Instructions and Agreement Form (Attachment R-4) must have already been submitted to the Compliance Office to serve as a receipt for entertainment money provided to a student-athlete host.
   d. If applicable, the Prospect Receipt Form (Attachment R-6).
Initial Squad Flagging for Admissions

POLICIES

• Coaches are ultimately responsible for notifying the Compliance Office of incoming prospective student-athletes that may attend Boston College.
• Coaches need to provide the Compliance Office with accurate and up-to-date information in regards to incoming prospective student-athletes that may attend Boston College.
• Coaches need to work with their sport’s respective Admission Office’s liaison throughout the flagging process. Designated coaches have access to FolderWave to check the status of each of their prospective student-athletes.
• There are NO additions to the Flag List after January 15 without the approval of a sport’s Admissions Office liaison.

PROCEDURES

1. Submit a fully completed Roster Flag/De-Flag Form through the prospective student-athlete’s profile in JumpForward by the date designated by the Admissions Office for each prospective student-athlete.
2. The Admissions Office cannot flag a prospective student-athlete until the prospective student-athlete has returned a completed Preliminary Admissions Application (See Admission directly).
   a. Prospective student-athletes that can be found in FolderWave have submitted an application and have been issued an Eagle ID.
3. Any request for a late flag following the January 15th deadline must be sent directly to the sport liaison in the Admissions Office. The Admissions Office will then notify the Compliance Office of the late addition.
Recruiting Logs

POLICIES

- Recruiting contacts, evaluations, and telephone calls with prospective student-athletes (and/or a prospective student-athlete’s parents/legal guardians/relatives) by institutional staff members are governed by NCAA legislation.
- The head coach is ultimately responsible for the recruiting efforts of his/her coaching staff members.
- Coaches must create a JumpForward profile for all “actively recruited” prospective student-athletes.
  - A prospective student-athlete becomes “actively recruited” if any of the following occur:
    - The coaching staff has initiated at least one recruiting telephone call or text message to the prospective student-athlete;
    - The coaching staff has sent a recruiting email or piece of recruiting correspondence directly to the prospective student-athlete (excluding camp/clinic information, questionnaires, non-athletics institutional publications, or educational material published by the NCAA);
    - The coaching staff has intentionally evaluated the prospective student-athlete on more than one occasion;
    - The coaching staff has had in person, off-campus contact with the prospective student-athlete;
    - The coaching staff has invited the prospective student-athlete to campus for an official OR an arranged, unofficial visit;
    - The coaching staff has requested an admissions read for the prospective student-athlete;
    - The coaching staff has requested a financial aid read for the prospective student-athlete;
    - The coaching staff has requested a transcript evaluation for the prospective student-athlete;
    - The coaching staff has requested a likely letter for the prospective student-athlete; or
    - The coaching staff has requested an athletic scholarship and/or NLI for the prospective student-athlete.
- Coaches must maintain an accurate account of all contacts (in-person and telephone) with and evaluations of a prospective student-athlete. These recruiting records must be submitted to the Compliance Office in order to ensure compliance with applicable rules.
  - All contacts and evaluations made with prospective student-athletes must be entered into JumpForward.
- Telephone Reports
  - **For Coaches who have a Boston College issued cell phone: JumpForward Report**
    a) Coaches who have been issued a Boston College cell phone must make recruiting calls from the JumpForward app. If not possible, they need to manually enter the calls into JumpForward.
  - **For Coaches who do not have a Boston College issued cell phone: JumpForward**
    b) Coaches must manually log all phone calls made to a prospective student-athlete or their parents/legal guardians/relatives in the JumpForward database.
    - The Compliance Office will run monthly retroactive calling reports to verify accuracy of calls recorded.
- Please Remember: Coaches should retain a copy of all logs for their own records.
- Only coaches that are certified and designated to conduct recruiting activities may have recruiting contact with prospective student-athletes. See Section IV – Playing and Practice Seasons for more detailed information on certification and designation.
- Representatives of an institution's athletics interests are prohibited from making evaluations and having contact (telephone and in-person communications) with a prospective student-athlete or a prospective student-athlete’s parents/legal guardians/relatives.
- Enrolled student-athletes may NOT make or participate in telephone calls at the direction of a coach.
- If NO recruiting activities occurred during a particular month, a Monthly Recruiting Telephone Log and a Monthly Recruiting Contact and Evaluation Log must still be submitted through JumpForward.
- Coaches are REQUIRED to make all of their recruiting phone calls from the Boston College issued cell phone.
PROCEDURES

1. Each month, each coach that is certified and designated to conduct recruiting activities must submit a telephone call log, contact log and evaluation log to the Compliance Office by the 10th of the subsequent month:

a. Contact and Evaluation Log
   i. All contacts and evaluations made with prospective student-athletes must be entered into the JumpForward Database. At the conclusion of the month coaches must run both a contact report and an evaluation report from JumpForward, electronically sign it and submit it to the Compliance Office.

b. Telephone Log
   i. **All coaches** must run a telephone reports from JumpForward, electronically sign it and submit it to the Compliance Office.

Annually, the Compliance Office will perform a recruiting report detailing all recruiting activity that has been logged the prior year and submit to the head coaches and sport administrators.
Recruiting Activities Expenses

POLICIES

- All reimbursable expenses related to recruiting must be approved by a Sport Supervisor, the Compliance Office, and the Business Office.
- Forms that are missing applicable information will be returned without approval.
- Contacts and evaluations must be entered into JumpForward prior to submitting a reimbursement request.
- If a coach is late submitting any recruiting logs (telephone, contact, evaluation) to the Compliance Office, the Compliance Office maintains the rights to withhold approving the expense reports until the appropriate logs have been submitted.

PROCEDURES

1. In order to be reimbursed for expenses incurred related to recruiting, all of the following items must be submitted to the Compliance Office:
   a. **Boston College Business Office Expense Report (Attachment R-7), and**
   b. All itemized receipts.
      i. If applicable:
         (1) A copy of the signed **Student-Athlete Host Instructions and Agreement Form (Attachment R-4)** if the student host was given money for entertainment purposes during an official visit.
         (2) A list of attendees and the location and date of any meals that were provided.

2. After approval is granted, the Compliance Office will forward to the Athletics Department Business Office for final approval.
On Campus Evaluations – Basketball

POLICIES

In basketball, an institution may conduct an evaluation of a high school, preparatory school senior or a two-year college prospective student-athlete who has exhausted eligibility or four-year college prospective student-athlete on its campus or at a site at which it normally conducts practice or competition. However, the following conditions must be met:

- For a high school or preparatory school senior, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season and after he or she has exhausted high school or preparatory school eligibility in basketball;
- For a two-year college prospective student-athlete, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season and he or she has exhausted his two-year college eligibility in basketball;
- For a four-year college prospective student-athlete, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season;
- For a four-year college prospective student-athlete, the evaluation may be conducted only after permission to contact has been granted to Boston College by the prospective student-athlete’s four-year institution;
- The on-campus evaluation may be conducted only during the prospective student-athlete's official or unofficial visit;
- The on-campus evaluation shall be conducted not later than the opening day of classes of the institution's fall term;
- Not more than one on-campus evaluation per prospective student-athlete per institution shall be permitted (applied separately to the time period in which a prospective student-athlete completes high school or preparatory school eligibility and to the time period after the prospective student-athlete enrolls full time in a collegiate institution);
- Before participating in an on-campus evaluation, a prospective student-athlete is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation shall include a sickle cell solubility test unless documented results of a prior test are provided to the institution. The examination or evaluation must be administered either within six months before participation in the on-campus evaluation or within six months before the prospective student-athlete's initial participation in practice, competition or out-of-season conditioning activities during his or her immediately completed season. In addition, the medical examination or evaluation may be conducted by an institution's regular team physician or other designated physician as a part of the on-campus evaluation;
- The institution's basketball student-athletes may participate in an on-campus evaluation, provided such participation is counted toward the applicable hourly and weekly limitations on countable athletically related activities (e.g., four hours per day and 20 hours per week during the playing season, two hours of skill instruction and eight hours per week outside the playing season);
- The duration of the on-campus evaluation activities (other than the medical examination or evaluation) shall be limited to two hours; and
- The institution may provide equipment and clothing to a prospective student-athlete on an issuance-and-retrieval basis.

PROCEDURES

1. The Basketball On-Campus Evaluation Approval Form (Attachment R-8) must be fully completed and submitted to the Compliance Office at least five days prior to the on-campus evaluation. The form must include the following three items:
   a. Signed Boston College Acceptance of Responsibility and Acknowledgement of Risk (Signed by parent/legal guardian if prospective student athlete is under the age of 18 years old) On-Campus Evaluation Volunteer Release Form (Attachment R-9).
b. Documentation that the prospective student-athlete has undergone a medical examination administered by a physician (e.g., family physician, team physician). Must be an official physical form/documentation provided by the examining physician.

c. Documentation that the prospective student-athlete has been given a sickle cell solubility test.
Transcript Reads

POLICIES

• A coach may request a transcript read for a prospective student-athlete at any time after the prospective student-athlete has started high school to determine where he/she is in regards to meeting NCAA initial eligibility standards.
• The requesting coach should provide the Compliance Office with the most up to date and complete transcripts that are available for the prospective student-athlete.
  o If the prospective student-athlete has attended more than one high school, the coach should obtain a transcript from each high school.
  o If the coach is aware of any irregularities in the prospective student-athlete’s academic background, these irregularities should be communicated to the Compliance Office at the time of the transcript read request (i.e., reclassification, mid-semester withdrawal, expulsion, online courses, split-file, etc.).
• A transcript read will not be completed unless the prospective student-athlete has a profile in JumpForward with a graduation date and phone number.
• Coaches are expected to encourage all prospective student-athletes to register with the NCAA Eligibility Center at their earliest convenience and to submit their transcript and test scores to ensure that any potential issues are identified as early as possible.

PROCEDURES

1. The requesting coach will notify the Assistant Director for Compliance and Recruiting that they would like a transcript read for a prospective student-athlete and will provide all relevant transcripts and test scores at the time of the request.
   a. Documents may be submitted either through JumpForward or hardcopy.
   b. Unofficial transcripts and test scores are permitted.
2. Once completed, the transcript read will be uploaded to the prospective student-athlete’s JumpForward profile and the coach will be notified of its completion.
Likely Letters

POLICIES

- A Likely Letter informs a prospective student-athlete that the Admissions Office has reviewed their academics and has deemed them admissible for the following academic year assuming that they continue to maintain the academic, personal and disciplinary standards that they have met thus far.
- Likely Letters may be requested at any time after October 1st for senior prospects.
- Likely Letters will only be mailed during a prospective student-athlete’s senior year of high school.
- Each sport has a limit on how many Likely Letters may be requested per year and that number can be obtained from an Admissions Liaison.
  - Unused Likely Letters do not roll-over to the next admissions cycle.
- Prior to requesting a Likely Letter, the following must be complete:
  - The prospective student-athlete must have been deemed admissible by the Admissions Office.
    - Designated Opportunities (DO’s) must have prior approval from the Admissions Office.
  - Prospective student-athletes must have submitted a Common Application and essay.
  - The prospective student-athlete must be registered with the NCAA Eligibility Center.
  - The prospective student-athlete must be entered into JumpForward and have a graduation year and phone number in their profile.
- Likely Letters may take up to two weeks to process.
- The Likely Letter is not valid for a prospective student-athlete if a signed copy is not returned to the Compliance Office.

PROCEDURES

1. The requesting coach will submit a Request for Likely Letter Form through the prospective student-athlete’s profile in JumpForward.
2. The Compliance Office will coordinate with the Admission Office to generate the Likely Letter.
3. Once drafted, the Compliance Office will notify the coach that the Likely Letter is ready to be sent and will send it upon approval from the coach.
4. The Coaching Staff is expected to follow-up with the prospective student-athlete to ensure that a signed copy of the Likely Letter is returned to the Compliance Office.
UNOFFICIAL VISIT
TICKET REQUEST LIST

<table>
<thead>
<tr>
<th>SPORT</th>
<th>DATE OF COMPETITION</th>
<th>OPPONENT</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>NAME OF GUEST</th>
<th>NUM OF TIX</th>
<th>NAME OF SCHOOL/TEAM</th>
<th>BC COACH REQUESTING TIX</th>
<th>SPECIFIC COMMENTS</th>
</tr>
</thead>
<tbody>
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NCAA Bylaw 13.7.2.1, General Restrictions, states, “During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of a member institution’s main campus in which the institution’s intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or the prospect's parents [or legal guardian(s)] or spouse in the facility's press box, special seating box(es) or bench area is specifically prohibited.”

13.7.2.1.1 Exception -- Nontraditional Family, states, “If a prospect is a member of a nontraditional family (e.g., divorce, separation), the institution may provide up to two additional complimentary admissions to the prospect in order to accommodate the parents accompanying the prospect (e.g., stepparents) to attend a home athletics event
TICKET REQUEST LIST
FOR COACHES OF PROSPECTIVE STUDENT-ATHLETES

SPORT: _____  DATE OF COMPETITION: _____  OPPONENT: _____

<table>
<thead>
<tr>
<th>NAME OF GUEST</th>
<th>NUM OF TIX</th>
<th>TYPE OF SCHOOL/TEAM (CHECK ONE)</th>
<th>NAME OF SCHOOL/TEAM</th>
<th>BC COACH REQUESTING TIX</th>
<th>SPECIFIC COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>HS/Prep □ □</td>
<td>Club/AAU</td>
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<td>2-Yr College □ □</td>
<td>Other</td>
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<td>HS/Prep □ □</td>
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<td>2-Yr College □ □</td>
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<td>2-Yr College □ □</td>
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<td>HS/Prep □ □</td>
<td>Club/AAU</td>
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<td>2-Yr College □ □</td>
<td>Other</td>
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<td>HS/Prep □ □</td>
<td>Club/AAU</td>
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<td>2-Yr College □ □</td>
<td>Other</td>
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<td>HS/Prep □ □</td>
<td>Club/AAU</td>
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<td></td>
<td>2-Yr College □ □</td>
<td>Other</td>
<td></td>
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</tbody>
</table>

Entertainment of a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved shall be limited to providing a maximum of two complimentary admissions (issued only through a pass list) to home intercollegiate athletics events at any facility within a 30-mile radius of the institution's main campus, which must be issued on an individual-game basis.
The following restaurants may be used during official visits:

- Abe and Louie’s
- Abbotts Frozen Custard
- Bertucci’s Brick Oven Pizzeria
- Boston College Club
- Brasserie Jo (at the Colonnade Hotel)
- Cantina Italiana
- Capital Grille
- Cheers
- Cheesecake Factory
- Ciao Bella
- Del Frisco’s Steakhouse (with certain limitations please see Compliance)
- FuGaKyu
- Giacomo’s Restaurant
- Champions (at the Boston Marriott Copley Place)
- Houston’s - Hillstone
- Hyatt Harborside Grill & Patio
- Joe’s American Bar and Grill
- Johnny’s Luncheonette
- Legal Sea Foods
- Limoncello
- Lineage
- Maggiano’s
- McCormick and Schmick’s
- Mike’s Pastry
- Morton’s the Steakhouse
- Waterline (at the Boston Marriott Long Wharf)
- Omni Parker House
- Porcini’s
- Quincy Market Colonnade
- Ristorante Fiore
- Riverbend Bar and Grill (at the Boston Newton Marriott)
- Smith and Wollensky
- Stats Bar & Grille
- Stockyard Restaurant
- Union Street Restaurant
- Village Smokehouse

If a restaurant is not listed above, a coach must contact Compliance for approval prior to bringing a prospective student-athlete to the restaurant.

Each individual (i.e., prospective student-athlete, parents/legal guardians) is permitted only one entrée per meal.
STUDENT-ATHLETE HOST INSTRUCTIONS AND AGREEMENT FORM
(Agreement must be signed and dated by the student-athlete host prior to the official visit.)

Prospect’s Name: ____________________  Sport: ____________________

Arrival Date: __/__/____  Departure Date: __/__/____

Student-Athlete Host’s Name: ____________________  Amount of Host Money: ____________________

1. Acting as a student-athlete host is an important service. Your conduct, and the conduct of the prospective student-athlete you host, should reflect positively on the Athletic Department and Boston College.

2. You must attend all functions with the prospective student-athlete.

3. You may receive a maximum of $40 per day to entertain the prospective student-athlete and the prospective student-athlete’s parents. (You may receive an additional $20 per day to entertain each additional prospective student-athlete hosted.) You must handle the money personally and may NOT provide it directly to the prospective student-athlete. The money may NOT be used to purchase souvenirs or mementos (e.g., hat, t-shirt, sweatshirt). You may NOT use your own money to purchase items for the prospective student-athlete (e.g., souvenirs, mementos, meals via your meal card). In addition, you may NOT arrange for discounted goods or services for the prospect.

4. You may only entertain the prospective student-athlete and their parents within a 30-mile radius of campus.

5. You may NOT participate in or allow your prospective student-athlete to participate in inappropriate or impermissible entertainment activities. Such activities include, but are not limited to, gambling, visiting bars, clubs, and adult entertainment venues (e.g., renting adult movies, visiting adult movie theaters, visiting strip clubs, or using escort services) and hazing of any kind. Hazing of any kind is illegal in the State of Massachusetts.

6. You may NOT provide alcohol or drugs to prospective student-athlete, as a matter of Athletic Department policy and State law. (The legal drinking age in the Commonwealth of Massachusetts is 21.)

7. You may receive a complimentary meal, provided you accompany the prospective student-athlete to the meal during the visit. This includes meal cards. In order to use a meal card, you MUST be in attendance at the dining hall with the prospective student-athlete. Meal Cards can only be used at dining facilities and cannot be used at other locations (e.g., concessions stands, vending machines). You are allowed up to three (3) meals and a snack per day if you are with the prospective student-athlete.

8. You may receive a complimentary admission to a campus athletic event, provided you accompany the prospective student-athlete to the event during the visit.

9. You may NOT use an automobile provided by a staff member or a booster during the prospective student-athlete’s official visit to campus. However, a coach may provide you and the prospective student-athlete transportation within a 30-mile radius of campus.

10. Boosters may NOT be involved in recruiting the prospective student-athlete. Therefore, if you and the prospective student-athlete encounter a booster during the visit, your conversation must be limited to an exchange of greetings.

11. The prospective student-athlete may participate in recreational activities, provided the activities are not organized or observed by a coach and are not designed to test the athletics abilities of the prospective student-athlete.

My signature below indicates that I have read and agree to abide by the above instructions. I understand that failure to comply with these rules and regulations may lead to disciplinary action, including the loss of eligibility, by the NCAA, the Atlantic Coast Conference, and/or Boston College. I will contact my coach or the Compliance Office with questions or concerns related to these instructions.

In addition, my signature below indicates that I have received $______ to entertain the prospective student-athlete named above and the prospective student-athlete’s parents.

Student-Athlete Host’s Signature: ____________________________  Date: ________________

I have reviewed the University expectations for Official Visits with the student host.

Coach’s Signature: ____________________________  Date: ________________

** RETURN COMPLETED FORM TO THE COMPLIANCE OFFICE NO MORE THAN FIVE (5) BUSINESS DAYS AFTER OFFICIAL VISIT **
Prospect’s Name: ___________________________  Sport: ___________________________

Arrival Date: __/__/____  Departure Date: __/__/____

1. You may make five (5) official visits total, one (1) official visit per institution.
2. Your official visit may NOT exceed 48 hours.
3. You may receive actual round-trip transportation expenses (i.e., standard coach fare) on a direct route from your home, educational institution, or site of athletic competition to campus for your official visit. If you remain in the locale of the institution after the 48-hour period, you may NOT receive return transportation expenses. Your parents and relatives may NOT receive transportation expenses related to your official visit, other than mileage reimbursement for transporting you to campus.
4. You may NOT use an automobile provided by a staff member or a booster during your official visit. However, a coach may provide you and your parents’ transportation within a 30-mile radius of campus.
5. You and your parents may receive lodging and meals on your official visit. However, your relatives (e.g., brother, sister, grandfather, grandmother) may NOT receive lodging and meals related to your official visit. These individuals are responsible for their own expenses.
   a. If you and/or your parents are issued a meal card, it can only be used at designated dining facilities on campus. The meal card cannot be used for other reasons (e.g., concessions, vending machines).
6. You and your parents may be entertained by your student-athlete host or a staff member within a 30-mile radius of campus.
7. You and two (2) guests may receive complimentary admissions to a home athletic event. These admissions must be issued through a pass list, rather than as hard tickets. You and your guests may NOT receive complimentary admissions to an away athletic event or postseason athletic event.
8. You may NOT receive cash for entertainment purposes. You may NOT receive souvenirs or mementos (e.g., hat, t-shirt, sweatshirt) from your student-athlete host, a staff member, or a booster. You may NOT receive free or discounted goods or services from a staff member or a booster.
9. You may NOT participate in inappropriate or impermissible entertainment activities. Such activities include, but are not limited to, gambling and visiting bars, clubs, and adult entertainment venues (e.g., renting adult movies, visiting adult movie theaters, visiting strip clubs, or using escort services).
10. You may NOT consume alcohol or drugs, as a matter of Athletic Department policy and State law. (The legal drinking age in the Commonwealth of Massachusetts is 21.)
11. You may NOT violate federal or State law.
12. Boosters may NOT be involved in recruiting you. Therefore, if you encounter a booster during the visit, your conversation must be limited to an exchange of greetings.
13. You may participate in recreational activities, provided the activities are not organized or observed by a coach and are not designed to test your athletics abilities.

My signature below indicates that I have read and agree to abide by the above instructions. I understand that failure to comply with these rules and regulations may lead to disciplinary action, including the loss of eligibility, by the NCAA, the Atlantic Coast Conference, and Boston College. I will contact the coach administering this form or the Compliance Office with questions or concerns related to these instructions.

Prospect’s Signature: ___________________________  Date: __________________

Coach’s Signature: ___________________________  Date: __________________

**RETURN COMPLETED FORM TO THE COMPLIANCE OFFICE NO MORE THAN FIVE (5) BUSINESS DAYS AFTER OFFICIAL VISIT**
PROSPECT RECEIPT FORM

This form should be completed by the Coach and the Prospect (or their accompanying family member) whenever payment is required that must be submitted to the Compliance Office. This form must be submitted to the Compliance Office along with the necessary payment following the completion of the activity.

Prospect: _____________________________  Sport: __________________

Date: ________________________________

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ATTENDEE</th>
<th>RELATIONSHIP TO PROSPECT</th>
<th>REASON FOR PAYMENT</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Dorm</td>
<td>Betty Baldwin</td>
<td>Prospect</td>
<td>Unofficial Visit overnight in dorm</td>
<td>$20</td>
</tr>
<tr>
<td>Example: Tailgate</td>
<td>Betty Baldwin</td>
<td>Prospect’s Sister</td>
<td>Official Visit Meal</td>
<td>$17.50</td>
</tr>
</tbody>
</table>

ATTACHED:  
☐ Check  
☐ Cash

I certify that I have filled out this form correctly and accurately to the best of my knowledge. I understand that failure to provide accurate information on this form, or failing to abide by the terms and conditions of NCAA rules and regulations may jeopardize the eligibility of student-athletes or may result in a NCAA violation.

_________________________     __________
Coach’s Signature      Date

_________________________     __________
Prospect’s Signature      Date

Per NCAA Bylaw 13.6.7.7 During an official visit the prospect and up to four family members may receive the cost of actual meals, not to exceed three per day, on the official visit. Any additional family members must pay for their own.

Per NCAA Bylaw 13.7.2.1.2 During an unofficial visit a prospect must pay the actual cost of meals when eating with other prospects who are on their official visits or with enrolled student-athletes or coaches.

Per NCAA Bylaw 13.7.2.1.3 During an unofficial visit, a prospect may stay in an enrolled student-athlete's dormitory room only if they pay the regular institutional rate for such lodging. Boston College’s rate is $20/night.
## Boston College Expense Report

(Refer to the BC Travel Policy and Instructions before completing)

### Part 1: Transportation

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Mode</th>
<th>From: City/State/Country</th>
<th>To: City/State/Country</th>
<th>Round Trip (X)</th>
<th>Miles</th>
<th>Rate</th>
<th>Amount</th>
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**Total Transportation Expenses**

**Subtotal 1:** $0.00

### Part 2: Travel Expenses

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Location</th>
<th>Lodging</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Miscell.</th>
<th>Description of Expense</th>
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<tbody>
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</table>

**Total Travel Expenses**

**Subtotal 2:** $0.00

### Part 3: Other Expenses

**Total of Other Expenses**

**Subtotal 3:** $0.00

### Part 4: Settlement

**Total Travel Expenses (1+2+3):**  
Less: Personal/Other Funding:  
**Net Travel Expenses:** $0.00

**Less: Advances from Boston College:**

### Part 5: Account Distribution

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Dept</th>
<th>Fund</th>
<th>Fund Source</th>
<th>Program</th>
<th>Function</th>
<th>Property</th>
<th>Account</th>
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</tbody>
</table>

If funded by a grant or capital project please include the following values:

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Project</th>
<th>PC Bus Unit</th>
<th>Activity</th>
<th>Res Type</th>
<th>Category</th>
<th>Sub-Cat</th>
</tr>
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</table>

Attn Supervisors: Be sure account information and descriptions are filled in before signing travel report.
Boston College Basketball
On-Campus Evaluation Approval Form

This form, with all necessary documentation attached, must be received by the Compliance Office at least five days prior to an on-campus evaluation in order to be approved.

I. PROSPECT INFORMATION

<table>
<thead>
<tr>
<th>Prospect Name:</th>
<th>Elig. Center ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Visit:</td>
<td>Check one: Official Unofficial</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of last competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A high school senior who has exhausted his/her eligibility in Basketball.</td>
</tr>
<tr>
<td>A two-year college student who has exhausted his/her eligibility in Basketball.</td>
</tr>
<tr>
<td>A four-year college student who has been granted a release for Boston College</td>
</tr>
<tr>
<td>Other (please explain):</td>
</tr>
</tbody>
</table>

II. ELIGIBILITY AND REQUIREMENTS

The following documentation is required in order for a prospect to participate in an on-campus evaluation and must be attached to this approval form:

- Signed Boston College Acceptance of Responsibility and Acknowledgement of Risk (*Signed by parent/legal guardian if prospect is under the age of 18 years old.*)
- Documentation that the prospect has undergone a medical examination administered by a physician (e.g., family physician, team physician). Must be an official physical form/documentation provided by the examining physician.
- The examination must have been administered within the past six months (or within six months of the start of basketball season) and must include sickle cell trait testing results.

III. ON-CAMPUS EVALUATION INFORMATION

<table>
<thead>
<tr>
<th>Date of On-campus Evaluation:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will current student-athletes be involved?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Time: <em>(2 hours max)</em></td>
<td></td>
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</tbody>
</table>

Potential activities included within evaluation: (check all that apply)

- Weight Lifting
- Individual Skill Instruction
- Conditioning Activities
- Full-Court Practice Activities (e.g., scrimmages)
- Physical Testing
- Other: 

IV. PROSPECT INSURANCE INFORMATION

<table>
<thead>
<tr>
<th>Does the prospect have insurance?</th>
<th>Yes No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes: Name of Insurer:</td>
<td>Policy Number:</td>
</tr>
</tbody>
</table>

V. APPROVAL SIGNATURES

<table>
<thead>
<tr>
<th>Head Coach:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Medicine:</td>
<td>Date:</td>
</tr>
<tr>
<td>Compliance Office:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
ON-CAMPUS EVALUATION VOLUNTEER RELEASE FORM: AGREEMENT FOR PARTICIPANTS

RELEASE AND DISCHARGE, ACCEPTANCE OF RESPONSIBILITY & ACKNOWLEDGMENT OF RISK

This document affects your legal rights. You must read and understand it before initialing or signing it.

Name (print): ______________________ Birth Date: _______ Phone: ______________________

Address: ___________________________ City: ___________ State: ______ Zip: ___________

Emergency contact: ___________________ Relationship: _______ Phone: __________________

I, the above named person being above age eighteen, hereby acknowledge, agree, promise, and covenant with and release and discharge Boston College and their employees (Releasees) on behalf of myself, my heirs, assigns, personal representative and estate as follows:

ACKNOWLEDGMENT OF RISKS

I understand and acknowledge that the activities I am about to deliberately engage in as a participant bear certain unknown and unanticipated risk which could result in injury, death, physical or mental illness or disease, or damage to myself, to my property, to spectators, or other third parties. I understand and acknowledge those risks may result in personal claims against Releasees or myself by Releasees, spectators, or other third parties. Among these risks are the following: (1) The nature of the activity itself, particular risks of activity; (2) the acts or omissions of Releasees and other persons or entities; (3) latent or apparent defects or conditions in equipment or property supplied by Releasees, or other persons or entities; (4) use or operation, by myself or others, of equipment (including vehicles) supplied or rented by Releasees or other persons or entities; (5) acts of Releasees, participants in this activity, or other persons; (6) weather conditions including but not limited to: lightning, wind, avalanche, flash flood, and rock fall; (7) contact with plants or animals or other environmental hazards; (8) my own physical condition, or my own acts or omissions; (9) conditions of roads, trails, waterways, terrain, and routes taken and accidents connected with their use; (10) first-aid, emergency treatment or other services rendered; (11) consumption of food or drink; (12) other unknown and unanticipated risks.

I understand and acknowledge that the above list is not complete or exhaustive, and that other risks, known or unknown, identified or unidentified, anticipated or unanticipated may also result in injury, death, illness, disease, or damage to myself, to my property, or to spectators or other third parties. I expressly accept those risks not specifically listed above as well.

ACCEPTANCE OF RISK AND RESPONSIBILITY

In consideration of Boston College providing support for this program and allowing me to participate, I AM ASSUMING FULL RESPONSIBILITY FOR MY ACTIVITY while participating and I specifically assume the risk of negligence of others including Boston College, its employees, agents, officers or trustees. BY SIGNING THIS FORM, IT IS MY INTENT TO WAIVE MY RIGHTS TO MAKE LEGAL CLAIMS AGAINST OR TO SUE BOSTON COLLEGE, ITS AGENTS AND REPRESENTATIVES FOR DAMAGES AS COMPENSATION FOR ANY INJURIES SUSTAINED BECAUSE OF MY PARTICIPATION IN ITS ACTIVITY. IT IS MY INTENTION TO RELEASE BOSTON COLLEGE ITS AGENTS AND REPRESENTATIVES FROM LIABILITY TO ME BECAUSE OF MY VOLUNTARY PARTICIPATION IN THIS ACTIVITY.

INFORMED CONSENT AND RELEASE

I certify that I am 18 years of age and have read this ACKNOWLEDGMENT OF RISK AND INFORMED CONSENT and RELEASE and understand all its terms.

Name of Participant (Print) __________________________________________ Date________________________________

Signature of Participant ____________________________________________

If participant is under age 18, the parent and/or legal guardian must sign below:

I, the undersigned parent and/or legal guardian of the student listed above, do hereby consent to his or her participation in the program identified above. I, as the parent of the student and on behalf of the student, release, hold harmless and agree to indemnify Boston College, and its officers, directors, faculty, staff, representatives, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I or the student may suffer, or for which the Student may be liable to any other person, related to the student’s participation in the program (including periods in transit to or from the student’s destination), resulting from any cause, including but not limited to ordinary or gross negligence.

Name of Participant (Print) __________________________________________ Date________________________________

Signature of Parent/ Guardian________________________________________

I HAVE READ THIS PAGE, AND SIGN TO SHOW THAT I UNDERSTAND AND AGREE:

Signature: ____________________________ Date: ____________________
II. **Eligibility and Rosters**

1. Roster Management 1
2. Eligibility for Practice at Boston College 2
3. Tryouts 3
4. Male Practice Players 5
5. Eligibility for Competition 6
6. Certification of Academic Eligibility for Competition 7

**ATTACHMENTS**

E-1 Roster Flag/De-Flag Form
Roster Management

POLICIES

- The head coach is ultimately responsible for keeping the Compliance Office informed on all additions and deletions to the team roster.
- The Compliance Office will maintain the most up-to-date rosters on FileMaker Pro based on the information provided by the head coach.
- Continuing student-athletes that are cut, dismissed or voluntarily withdraw from the team must be removed from the active team roster at the earliest opportunity.
- Student-athletes that voluntarily withdraw from the team will continue to have access to academic support services and sports medicine services for injuries sustained during countable athletically related activities. Student-athletes will be denied access to athletic facilities and elective resources unless approved by the Athletics Director (or designee) with input from the head coach and applicable department head.
- Student-athletes that are cut or dismissed from the team will continue to have access to sports medicine for injuries sustained during countable athletically related activities. Student-athletes will be denied access to academic services, athletic facilities and elective resources unless approved by the Athletics Director (or designee) with input from the head coach and applicable department head.
- Athletic facilities include, but are not limited to: locker rooms, weight room, Power Gym, competitive facilities.
- Elective resources include, but are not limited to: coaching, student-athlete development activities, equipment services, sports nutrition and complimentary tickets.

PROCEDURES

1. Incoming prospective student-athletes (freshman and transfers) must be identified per the flagging process as described in Section I – Recruiting: Initial Squad Flagging for Admissions.
2. Tryout or walk-on student-athletes must be added to the active team roster by submitting the Roster Flag/De-Flag Form (Attachment E-1) to the Compliance Office.
3. Coaches must submit the Roster Flag/De-Flag Form (Attachment E-1) to the Compliance Office to remove a student-athlete that has been cut, dismissed or voluntarily withdrew from the team.
4. The Compliance Office will update all necessary databases of the addition or deletion of a student-athlete.
5. The Compliance Office will notify all applicable department heads of the addition or deletion of a student-athlete.
Eligibility for Practice at Boston College

POLICIES

• The head coach is ultimately responsible for ensuring only student-athletes who have been certified to
  practice and compete are participating in countable athletically related activities.
  o Coaches can either access up to date eligibility rosters via FileMaker Pro or can directly contact
    the Compliance Office with any specific questions.
  o Student-athletes can be eligible to practice, but not to compete. Student-athletes who are
    ineligible to compete may not travel with the team.
• The NCAA Eligibility Center certifies each student-athlete’s initial academic and amateurism records
  according to NCAA Bylaw 14.3.
  o Newcomers are permitted to practice up to 45 days without receiving final NCAA Eligibility
    Center full certification.
• Newcomers that have not been deemed qualifiers or amateurs when reporting for preseason or the
  start of semester, must receive prior approval from the Compliance Office and the Director of
  Athletics.

PROCEDURES

1. In order to be certified eligible to practice, a student-athlete must meet ALL of the following
   requirements:
   a. Be enrolled full-time
   b. Attend a compliance eligibility meeting and accurately complete all required forms through
      JumpForward, including:
      i. BCAD Eligibility and Clearance Statement
      ii. NCAA Student-Athlete Statement (not for sailing)
      iii. NCAA Drug Testing Consent Form (not for sailing)
      iv. BCAD Drug Testing Consent Form
      v. NCAA HIPAA/Injury Surveillance Form (not for sailing)
      vi. BCAD Academic Year Contact Information
      vii. ACC Promotional Activities Authorization form
      viii. BCAD Promotional Activities Release Statement
      ix. BCAD Automobile Information Form
      x. BCAD Summer Employment Form
      xi. LRSA Academic Progress Monitoring Permission Form
      xii. Recruitment Status Form (new, non-scholarship student-athletes only)
      xiii. Sports Medicine Health Questionnaire
   c. Submit a one-time Pre-Entrance Physical to University Health Services (newcomers only)
   d. Accurately complete all required Sports Medicine forms, including:
      i. Insurance Form
      ii. Insurance Letter
      iii. Initial Health History Form (newcomers only)
      iv. Results of sickle cell solubility test (newcomers only)

2. When all compliance forms and Sports Medicine requirements are complete and the student-athlete
   has attended a compliance meeting, the Compliance Office will enter “Yes” under the Eligible to
   Practice column on the “Eligible to Practice & Compete” screen within FileMaker Pro. If the student-
   athlete is not eligible to practice, the Eligible to Practice column will indicate the reason why the
   student-athlete is not eligible to practice.
Tryouts

POLICIES

- It is not mandatory for coaches to hold tryouts.
- A coach who chooses not to offer tryouts will be responsible for discussing the policy with any persons who inquire. It will not be the responsibility of the Compliance Office, a Sport Administrator, or the Athletics Director to explain a specific coach’s policy.
- It is ultimately the coach’s responsibility to inform the Compliance Office of specific tryout dates. It is also a coach’s responsibility to notify any interested students of the Group Tryout Sign-Up Meetings and of the actual dates, times, and location of the meetings. Two or three group tryout sign up meetings will be held early during each fall semester.
- All efforts will be made to accommodate tryouts. However, current varsity student-athletes will take precedence over those students trying out.
- Only Group Tryout Sign-Up Meetings will be held until October 1. There will be NO individual tryout meetings for those students who miss the Group Tryout Sign-Up Meetings until October 1.
- As of October 1, if a coach wishes to give a student an individual tryout, the coach must make arrangements for the student to have an individual compliance eligibility tryout meeting with the Compliance Office. Individual tryout meetings are only held for a student that a coach directly informs the Compliance Office of.

PROCEDURES

1. All tryout students must complete the following paperwork with the Compliance Office:
   a. NCAA Drug Testing Consent Form
   b. Boston College Drug Testing Consent Form
   c. Informed Risk Statement
   d. Health Questionnaire

2. All tryout students must complete the following paperwork with Sports Medicine:
   a. Pre-entrance physical (freshmen) or physical with team physician (upperclassmen)
   b. Results of sickle cell solubility test

3. The Compliance Office confirms full-time enrollment and notifies Sports Medicine of the tryout. Sports Medicine will verify when the physical and sickle cell requirements have been met so that the student is eligible to begin his/her tryout.

4. After completing compliance paperwork and receiving Sports Medicine approval, the Compliance Office notifies the coach that a 14 day tryout may begin.

5. The Compliance Office works with the coach to determine first practice/tryout date. The Compliance Office stays in contact with the coach to determine when the tryout will take place and, later, find out if the tryout made the team.

6. If a student is going to be added to a roster from a tryout, the following must occur:
   a. Coaches must submit a completed Roster Flag/De-Flag Form (Attachment E-1) to the Compliance Office, and
   b. Students must submit an Insurance Form, Insurance Letter and a one-time Initial Health History Form to Sports Medicine, and
   c. Students must attend a compliance eligibility meeting and accurately complete all required forms through JumpForward.

7. If the student is not going to be added to the roster, the coach must communicate with the Compliance Office to let them know that the student has been cut. No further action needs to be taken.
FOOTBALL TRYOUT PROCEDURES

1. The football staff member in charge of the tryout process will meet with student(s) to discuss background.
2. Student will complete a ‘Personal Information Sheet’ with football staff.
3. Student will meet with the Compliance Office to complete the following paperwork to participate in the tryout.
   a. NCAA Drug Testing Consent Form
   b. Boston College Drug Testing Consent Form
   c. Informed Risk Statement
   d. Health Questionnaire
4. All tryout students must complete the following paperwork with Sports Medicine:
   a. Insurance Form
   b. Insurance Letter
   c. Initial Health History Form
   d. Pre-entrance physical (freshmen) or physical with team physician (upperclassmen)
   e. Results of sickle cell solubility test
5. The Compliance Office will confirm medical clearance with Sports Medicine.
6. The Compliance Office will notify all involved when student is able to begin the try-out process.
7. The football staff will report back to the Compliance Office with the results of the try-out.
8. If the tryout makes the roster, the football staff will complete and submit the Roster Flag/De-Flag Form (Attachment E-1) to the Compliance Office.
9. The Compliance Office will arrange an eligibility meeting.
10. After completion of eligibility meeting, the Compliance Office will notify all involved that student is cleared to fully participate.
Male Practice Players

POLICIES

- All freshman male practice players must be deemed qualifiers to practice beyond 45 days.
- Male practice players must be enrolled as full-time students, within their five year clock and pursing a degree within the day school.
  - Male practice players cannot be enrolled in CASU.
- Male practice players are not permitted to receive any form of compensation for their participation (e.g., scholarship, meals, lodging).
- Male practice players are not permitted to travel with the team and cannot act as a manager.
- Male practice players are permitted to receive practice apparel.

PROCEDURES

1. In order for males to practice with female teams, male practice players must meet with the Compliance Office and complete a packet which includes:
   a. NCAA Drug Testing Consent Form
   b. Boston College Drug Testing Consent Form
   c. Boston College Eligibility and Clearance Statement - JP
   d. Informed Risk Statement
   e. Health Questionnaire

2. Males practicing with female teams must complete the following Sports Medicine requirements:
   a. Pre-Entrance Physical submitted to Health Services (BC newcomers only) or sports physical with team physician (upperclassmen only)
   b. Insurance Form
   c. Insurance Letter
   d. Initial Health History Form
   e. Results of sickle cell solubility test

3. Once all forms have been completed, the male practice player will be added to FileMaker Pro and coded as a practice player “PP” and the Compliance Office will enter “Yes” under the Eligible to Practice column on the “Eligible to Practice & Compete” screen within FileMaker Pro.

4. The Compliance Office will add the male practice player to the NCAA squadlist. Male practice players are entered in lowercase letters.
Eligibility for Competition

POLICIES

• Coaches are ultimately responsible for ensuring only student-athletes who have been certified to compete represent Boston College against outside competition.
• Coaches can either access up to date eligibility rosters via FileMaker Pro or can directly contact the Compliance Office with any specific questions.
• Student-athletes can be eligible to practice, but not to compete.
• An institution may provide actual and necessary travel expenses only for those student-athletes who are eligible to compete and will represent the institution.
• Student-athletes who are ineligible to compete may not travel with the team.
• In order for a student-athlete to be certified eligible to compete, ALL of the following requirements must be completed:
  o The student-athlete must have been certified as eligible to practice (see page 6 of this section for requirements to be eligible to practice);
  o Receive official certification of continuing eligibility certified by the Compliance Office, Registrar, Learning Resources for Student-Athletes, and the Faculty Athletics Representative;
  o Freshmen must have final, full NCAA Eligibility Center certification (academic and amateurism) on file in the Compliance Office;
  o Freshmen must receive a sports physical from a team physician; and
  o Transfers must have official Transfer Student Certification on file in the Compliance Office.

PROCEDURES

1. When all requirements have been met, the Compliance Office will enter “Yes” under the Eligible to Compete column within FileMaker Pro. If the student-athlete is not eligible to compete, the Eligible to Compete column will indicate the reason why the student-athlete is not eligible to compete.
2. For any student-athlete not eligible to compete after the initial academic certification meeting, Compliance Office will send an e-mail to the head coach informing the coach have not been certified to compete.
3. When previously ineligible student-athletes become eligible, Compliance Office will notify the head coach via e-mail and update FileMaker Pro to indicate eligibility for competition.
CERTIFICATION OF ACADEMIC ELIGIBILITY FOR COMPETITION
POLICIES AND PROCEDURES

Prior to a student-athlete participating in competition each semester or in post-season competition taking place after the completion of the previous term, each student-athlete must be certified as academically eligible. The Academic Certification Committee completes all academic eligibility certifications.

Certification Timeline:

June/July: Student-athletes are coded in UIS and FileMaker Pro by the Compliance Office based upon rosters obtained from each head coach.

Late July: Meetings are scheduled for the Academic Certification Committee.

Early August: Student Services prints the eligibility worksheets and forwards them to each member of the Academic Certification Committee.

Early August to Late September: Each student-athlete is academically certified based on first date of competition.

December: Academic certification of six-hour rule for football if competing in bowl game.

Early Jan: Mid-year academic certification for all student athletes.

May: Academic certification of six-hour rule for any teams competing in conference or NCAA championships after conclusion of spring semester.

Academic Certification Committee and Their Roles
All academic certifications are conducted by the Academic Certification Committee as described in the processes listed below by the. The Academic Certification Committee consists of the Associate Director of Academic Services, the Faculty Athletic Representative, the Director of Learning Resources for Student Athletes and the Associate Athletic Director of Compliance. Each member of the committee is responsible for the following:

- Conduct independent eligibility calculations of the academic data provided on the eligibility worksheet(s) for each student-athlete to determine if credit hour, grade point average, declaration of major and progress towards degree requirements are met for both fall and spring semesters as well as post season competition;

- Attend all certification meetings to review the eligibility worksheets and present any inaccuracies or issues found in reviewing the eligibility worksheet; and

- Signs all final eligibility worksheets attesting to their accuracy.

Additionally, the Associate Director of Academic Service is designated as the Certifying Officer and has the following responsibilities:

- Importing the academic data from UIS into FileMaker Pro and printing out eligibility worksheets for the Academic Certification Committee to review at least one week prior to certification meetings;

- Keeping the final eligibility worksheets, transfer certification forms and all supporting documentation on file for a minimum of seven years; and

- Making the final determination regarding academic eligibility.
Eligibility Worksheets

The following information is analyzed (based on columns on the eligibility worksheet from FileMaker Pro):

**Major:** All student-athletes must have a major declared by beginning of the fifth semester of full time enrollment.

**PYFS:** Previous Year Fall and Spring Credits:
Previous year fall & spring credits must be at least 18 credits.
- Prior to the Class of 2014, one credit courses cannot be used to meet this requirement.

**PYFSU:** Previous Year Fall, Spring and Summer Credits:
Student-athletes entering their third semester need to have completed 24 credits; 18 of those credits need to be completed in the fall and spring semester, remaining six may be in summer.
- Prior to the Class of 2014, one credit courses cannot be used to meet this requirement.

**TCC:** Student-athletes must follow the 40/60/80 percentage of degree requirements (i.e. must complete 40% of courses towards graduation by start of the 5th semester; 60% by the start of the 7th semester and 80% by start of the 9th semester).

**Total Courses Completed**
Prior to the Class of 2014, BC students are required to complete 38 courses in order to graduate. At BC, this requirement translates to:

<table>
<thead>
<tr>
<th>Semester</th>
<th>PTD</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>40%</td>
<td>16</td>
</tr>
<tr>
<td>7th</td>
<td>60%</td>
<td>23</td>
</tr>
<tr>
<td>9th</td>
<td>80%</td>
<td>31</td>
</tr>
</tbody>
</table>

**Total Credits Completed**
Beginning with the Class of 2014, BC students will graduate based on credit requirements for each college. At BC, this requirement translates to:

<table>
<thead>
<tr>
<th>Credits</th>
<th>A&amp;S = 120</th>
<th>CSOM = 114</th>
<th>LSOE = 124*</th>
<th>CSON = 117</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>48</td>
<td>46</td>
<td>50</td>
<td>47</td>
</tr>
<tr>
<td>7th</td>
<td>72</td>
<td>69</td>
<td>75</td>
<td>71</td>
</tr>
<tr>
<td>9th</td>
<td>96</td>
<td>92</td>
<td>100</td>
<td>94</td>
</tr>
</tbody>
</table>

* Students enrolled in Human Development must complete 121 credits to graduate (40% = 49; 60% = 73; 80% = 97).

**GPA:** Grade Point Average (varies per school within BC)
Student-athletes must follow the 90/95/100 rule (i.e. must have GPA at 90% of graduation requirement by start of their 2nd year; 95% at start of their 3rd year and 100% at start of their 4th year). At BC, this requirement translates to:

<table>
<thead>
<tr>
<th>Yr.</th>
<th>GPA %</th>
<th>A&amp;S</th>
<th>LSOE</th>
<th>CSON</th>
<th>CSOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>90%</td>
<td>1.500</td>
<td>1.500</td>
<td>1.500</td>
<td>1.350</td>
</tr>
<tr>
<td>3rd</td>
<td>95%</td>
<td>1.584</td>
<td>1.584</td>
<td>1.584</td>
<td>1.425</td>
</tr>
<tr>
<td>4th</td>
<td>100%</td>
<td>1.667</td>
<td>1.667</td>
<td>1.667</td>
<td>1.500</td>
</tr>
</tbody>
</table>

^ CSON students must maintain a 2.000 GPA in their nursing courses.
LTC: Last Term Credits
Student-athletes need to have completed at least six degree applicable credits in the previous semester (summer does not apply).
- Prior to the Class of 2014, one credit courses cannot be used to meet this requirement.

HRS: Current Term Credit Hours
Student-athletes need to be registered full time to be eligible to compete. At BC, undergraduates must be registered in at least 12 credits. Graduate students’ full-time credits vary by school; see academic catalog.

EC: Eligibility Center Qualifier Status
All student-athletes must go through the NCAA Eligibility Center or meet a transfer exception per ACC rules. Final Qualifier status is entered by the Compliance Office into FileMaker Pro. Sailing is not required to be cleared a Final Qualifier by the NCAA Eligibility Center.

Final Elig. Final Eligibility
Indicates whether a student-athlete is academically eligible to compete.

FALL ACADEMIC CERTIFICATION PROCEDURES
Prior to a student-athlete participating in competition during the fall semester, the student-athlete must be certified as academically eligible.

- During the summer, the Compliance Office will identify the first dates of competition for each team. Based on the first date of competition, team eligibility meetings will be scheduled from early August until late September.
- In July, the Certifying Officer will send a schedule of the academic certification meetings for the semester to the Academic Certification Committee. Each sport is put into one of four or five groups (according to their first competition date) to be reviewed at an academic certification meeting.
- In July, the Compliance Office will identify the complete sport roster for each team. Student-athletes will be identified in UIS and will be entered into FileMaker Pro.
- During the summer, the Compliance Office will provide NCAA Eligibility Center Certification Status Reports to the Certifying Officer as student-athletes are cleared as Final Qualifiers. Final Qualifier status is entered into FileMaker Pro by the Compliance Office.
- In August/September, the Certifying Officer will produce eligibility worksheets (from FileMaker Pro) for the teams to be academically certified at the next academic certification meeting. The Certifying Officer reviews the eligibility worksheets and updates with any changes.
- During the academic eligibility meetings, the Academic Certification Committee meets and reviews each assigned sport for that week to certify each student-athlete’s academic eligibility. The following academic information is reviewed:
  - Freshman Student-Athletes: EC; HRS
  - Returning Student-Athletes: LTC; GPA; PYFS; HRS
    - If applicable: Major; PFYSU; TCC
  - Transfer Student-Athlete: HRS; EC or EC exception
    - Depending on prior semesters of enrollment: transfer credit hour requirement or TCC and major
    - If applicable: transfer exception
• Each student-athlete is coded as either a “Y” (academically eligible to compete in their sport) or “N” (not academically eligible to compete in their sport). The final academic eligibility worksheets are signed and maintained with supporting documentation by the Certifying Officer in the Office of Student Services.

• The Compliance Office will conduct team eligibility meetings prior to the first practice activity for each team. Each student-athlete will complete all NCAA, ACC and Boston College forms required in order to practice and compete.

• After the academic certification meeting and the team eligibility meeting, the Compliance Office enters eligibility for competition into the NCAA Compliance Assistant internet (under the “General” tab) and FileMaker Pro. Coaches are responsible for knowing the eligibility status of their student-athletes by monitoring FileMaker Pro.

**POST-SEASON ELIGIBILITY CERTIFICATION PROCEDURES**

If football is selected for participation for a post-season bowl game, each student-athlete must complete at least six degree applicable credits during the fall semester to be eligible for post-season competition (see NCAA Bylaw 14.1.10.2 for exceptions).

For sports competing in conference or NCAA championships after the conclusion of the spring semester (possibilities include MBA, MSL, MTR, WLX, WRO, WSL, WSB, WTR), each student-athlete must complete at least six degree applicable credits during the spring semester to be eligible for post-season competition (see NCAA Bylaw 14.1.10.2 for exceptions).

• The Certifying Officer will produce eligibility worksheets from FileMaker Pro for each team competing in post-season competition after the conclusion of a semester. The Certifying Officer reviews the worksheets and updates with any changes.

• The Academic Certification Committee meets to review the teams participating in post-season competition to certify each student-athlete’s academic eligibility. Each student-athlete is coded as either a “Y” (academically eligible to participate in post-season competition) or “N” (not academically eligible to participate in post-season competition). The final academic eligibility worksheets are signed and maintained with supporting documentation by the Certifying Officer in the Office of Student Services.

**MID-YEAR/SPRING ACADEMIC CERTIFICATION PROCEDURES**

Prior to a student-athlete participating in competition during spring semester, each student-athlete must complete at least six degree applicable credits during the fall semester and maintain an eligible GPA to be certified as academically eligible.

• In January (prior to the start of spring semester), the Certifying Office will produce eligibility worksheets (from FileMaker Pro) for the teams to be certified at the next academic certification meeting. The Certifying Officer reviews the worksheets and updates with any changes.

• For student-athletes requiring mid-year certification (beginning 3rd, 5th, 7th or 9th semester of enrollment) or those beginning first time enrollment at BC, the Academic Certification Committee meets and reviews each assigned sport to certify each student-athlete’s academic eligibility. The following academic information is reviewed:
  o Freshman Student-Athletes: EC; HRS
  o Returning Student-Athletes: LTC; GPA; PYFS; HRS
    - If applicable: Major; PFYSU; TCC
  o Transfer Student-Athlete: HRS; EC or EC exception
    - Depending on prior semesters of enrollment: transfer credit hour requirement or TCC and major
    - If applicable: transfer exception
Each student-athlete is coded as either a “Y” (academically eligible to compete in their sport) or “N” (not academically eligible to compete in their sport). The final academic eligibility worksheets are signed and maintained with supporting documentation by the Certifying Officer in the Office of Student Services.

After the academic certification meeting and team eligibility meetings (if applicable), the Compliance Office enters eligibility for competition into the NCAA Compliance Assistant internet (under the “General” tab) and FileMaker Pro. Coaches are responsible for knowing the eligibility status of their student-athlete’s by monitoring FileMaker Pro.

TRANSFER ELIGIBILITY AND CERTIFICATION PROCEDURES
Prior to a transfer student-athlete being declared academically eligible, the Compliance Office will provide the Certifying Officer with the following documentation applicable for each transfer:

- NCAA Division I Transfer Eligibility Certification Form
- BC Student-Athlete Transfer Eligibility Form
- Two-Year College Transfer – NCAA Residency Requirement Waiver Checklist
- Four-Year College Transfer – NCAA Residency Requirement Waiver Summary
- 4-2-4 College Transfer – NCAA Residency Requirement Checklist

The Certifying Officer will meet with the Senior Assistant of Undergraduate Admissions, or with the dean of a particular graduate school to verify the number of courses approved to transfer into BC and the GPA of all transferable courses.

- If a course is not accepted for transfer due to a non-qualifying grade, that course and grade must be calculated into the transfer student-athlete’s GPA.

The Senior Assistant of Undergraduate Admissions or the dean of a particular graduate school, the Certifying Officer, the Faculty Athletic Representative and the Associate Athletic Director for Compliance sign the appropriate transfer summary form.

The transfer summary form is maintained with supporting documentation by the Certifying Officer in the Office of Student Services.

PRESIDENTIAL APPROVAL OF CERTIFICATION OF ELIGIBILITY
The President is responsible for approving the procedures for certifying the eligibility of an institution’s student-athletes under NCAA legislation (Bylaw 14.10.1).

By signature below, the President approves the policies and procedures for assuring proper certification of the student-athletes at Boston College, as described above.

William P. Leahy, S.J.
President

April 8, 2011

Date
ROSTER FLAG/DE-FLAG FORM

Sport: ___________________________ Date: ____________
Name: ___________________________ EC ID: ____________
Address: _________________________ BC ID: ____________
Coach: ___________________________

Select One:
☐ Prospective Student-Athlete
☐ Transfer Student-Athlete

Previous Institution: ___________________________

Date of Initial Enrollment: ____________ Yrs of Participation Used: ___

☐ Current Boston College Student (circle one): Fr. Soph. Jr. Sr. 5th

FULL ATHLETIC SCHOLARSHIP RECIPIENT: (circle one) YES NO

RECRUITED: (circle one) YES NO

Recruiting is any solicitation of the prospect or the prospect's relatives [or legal guardian(s)] by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program. Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are: 1. Providing the prospect with an official visit; 2. Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent(s), relatives, or legal guardian(s); 3. Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment; or 4. Issuing a National Letter of Intent or the institution's written offer of athletically related aid to the prospect.

CHECK APPROPRIATE CHANGE OF STATUS BOX AND WRITE IN DATE

☐ FLAG Date Effective: ____________
(Note: Prospects cannot be “flagged” in the Admissions system until they have applied.)

☐ DE-FLAG Date Effective: ____________

REASON FOR DE-FLAG (circle or explain below):
QUIT CUT MEDICAL ACADEMIC

OTHER: ________________________________

FOR COMPLIANCE USE ONLY

Flag List: ___________________________ Squad List: ___________________________
Roster: _____________________________ Squad List Addendum: ______________________
LRSA: _____________________________ Affirmation of Eligibility: _________________
III. TRANSFERS

1. Four-Year College Prospective Student-Athlete  1
2. Two-Year College Prospective Student-Athlete.  2
3. Request for Permission to Contact/Transfer Regulations for Current Boston College Student-Athlete  3
4. Permission to Contact/One-Time Transfer Exception Appeal Process  5

ATTACHMENTS

T-1 Permission to Contact Request Form
T-2 Permission to Contact Granted Letter
T-3 Blanket Permission to Contact Granted Letter
T-4 Permission to Contact Denial Letter to SA
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Four-Year College Prospective Student-Athlete

POLICIES

- Coaches must contact the Compliance Office prior to contacting a prospective transfer student-athlete attending another four-year institution.
- The permission to contact regulations govern:
  - Students attending any NCAA or NAIA four-year institution even if he/she did not compete in athletics at that institution;
  - Students who will be transferring to Boston College to compete as graduate students;
  - Students who attend an institution which does not sponsor the sport at the varsity level;
  - A student until that student attends the first day of classes at Boston College even if the student is already accepted for admission and enrolled in classes.
- Coaches may not begin the recruiting process with a prospective transfer student-athlete until permission to contact has been granted and is on file in the Compliance Office.
- Copies of all high school and college transcripts must be submitted to the Compliance Office and the Admissions liaison for review.
- Coaches must flag any incoming prospective transfer student-athletes.
  - Roster Flag/De-Flag Forms for prospective transfer student-athletes must be submitted to the Compliance Office by November 1 for admission during the spring term of the same academic year or by April 15 for admission during fall term of the following academic year.

PROCEDURES

1. Coach notifies the Compliance Office that permission to contact is needed for a four-year college prospect. The Compliance Office will send via email the Permission to Contact Request Letter (Attachment T-1) to the original four-year institution.
2. Coach notifies the Compliance Office of a potential four-year college transfer by completing a Roster Flag/De-Flag form (Attachment E-1).
3. Transcripts are submitted to the Compliance Office and the Admissions liaison for that sport.
4. The Compliance Office submits the prospect’s name to the Eligibility Center to determine qualifier status.
5. Once a four-year prospect commits to attending Boston College, the Compliance Office will send via email the Boston College Transfer Information Form (Attachment T-6) to the original four-year institution. If the prospect is transferring from an ACC institution, the Compliance Office will work with the original institution to determine if ACC transfer requirements have been met.
6. As early as possible, the Compliance Office will forward the Student-Athlete Transfer Eligibility Form (Attachment T-7) and the 4-4 One-Time Transfer Checklist (Attachment T-10) or the 4-4 Transfer Exceptions Checklist (Attachment T-11) to the institutional certifying officer to determine academic eligibility.
Two-Year College Prospective Student-Athlete

POLICIES

- Permission to contact does not need to be on file for a prospective two-year college student-athlete transfer.
- A coach cannot contact a prospective two-year college transfer student-athlete in their first year at a two-year college unless the student is an NCAA qualifier.
- A prospective two-year college transfer student-athlete who is a non-qualifier in their first year may not make an official visit.
- Coaches must flag any incoming prospective transfer student-athletes.
  a. Roster Flag/De-Flag Forms for prospective transfer student-athletes must be submitted to the Compliance Office by November 1 for admission during the spring term of the same academic year or by April 15 for admission during fall term of the following academic year.

PROCEDURES

1. Coach notifies the Compliance Office of a potential two-year college transfer by completing a Roster Flag/De-Flag form (Attachment E-1).
2. Transcripts must be submitted to the Compliance Office and the Admissions liaison for that sport.
3. The Compliance Office submits the prospect’s name to the Eligibility Center to determine qualifier status.
4. Once a two-year prospect commits to attending Boston College, the Compliance Office will send the Boston College Transfer Information Form (Attachment T-6) to each two-year institutions the prospect has attended.
5. As early as possible, the Compliance Office will forward the Student-Athlete Transfer Eligibility Form (Attachment T-7) and either the 2-4 Transfer Checklist (Attachment T-8) or the 4-2-4 Transfer Checklist (Attachment T-9) to the institutional certifying officer to determine academic eligibility.
Request for Permission to Contact/Transfer Regulations for Current Boston College Student-Athletes

POLICIES

Request for Permission to Contact

- Permission to contact must be granted by Boston College before the student-athlete (or anyone acting on behalf of the student-athlete) and/or the institution can pursue the transfer.
- Written requests seeking permission to contact can only be submitted by the student-athlete.
- Boston College will respond within seven business days from receipt of a student-athlete’s written request seeking permission to contact. Failure to respond will result in the student-athlete being granted permission to contact.
- In the case of another institution initiating the request, the Compliance Office will notify the Athletics Director (or designee) and head coach of the request.
- If the request is denied, the student-athlete will be notified in writing of their right to a hearing with instructions to pursue a hearing which will be conducted within 15 business days of a written request or a hearing.
- Student-athletes should have already communicated with their head coach and/or sport administrator before submitting a request to the Compliance Office.
- The decision to grant a student-athlete’s request for permission to contact another institution will ultimately be made by Athletics Director (or designee) with input from the head coach and the Compliance Office.
- Student-athletes that have submitted a request for permission to contact are not automatically considered to have voluntarily withdrawn from a team and continue to have access to academic support services, athletic facilities, elective resources and sports medicine services. Access may be revoked on a case-by-case basis at the discretion of the Athletics Director (or designee) with input from the head coach and applicable department head.
- Student-athletes that voluntarily withdraw from the team will continue to have access to academic support services and sports medicine services for injuries sustained during countable athletically related activities. Student-athletes will be denied access to athletic facilities and elective resources unless approved by the Athletics Director (or designee) with input from the head coach and applicable department head.
- Student-athletes that are cut or dismissed from the team will continue to have access to sports medicine for injuries sustained during countable athletically related activities. Student-athletes will be denied access to academic services, athletic facilities and elective resources unless approved by the Athletics Director (or designee) with input from the head coach and applicable department head.
- Athletic facilities include, but are not limited to: locker rooms, weight room, Power Gym, competitive facilities.
- Elective resources include, but are not limited to: coaching, student-athlete development activities, equipment services, sports nutrition and complimentary tickets.

One-Time Transfer Exception

- A student-athlete that has been granted permission to contact an institution does not automatically mean they will be granted the One-Time Transfer Exception.
- The decision to grant a student-athlete’s the One-Time Transfer Exception will ultimately be made by Athletics Director (or designee) with input from the head coach and the Compliance Office.
- If the One-Time Transfer Exception is denied, the student-athlete will be notified in writing of their right to a hearing, which will be conducted within 15 business days of receipt of a written request from the student-athlete for a hearing.
• Boston College reserves the right to include academic requirements when granting the one-time transfer exception/full release (e.g. APR points).

PROCEDURES

1. The student-athlete seeking permission to contact another institution(s) must submit in writing to the Compliance Office the request, along with a list of institutions. The Compliance Office will notify the Athletics Director (or designee) and head coach of the request and a decision will be made.

2. If approved, the Compliance Office will send permission to contact using the form provided by the requesting institution or utilizing the Boston College Permission to Contact Granted Letter (Attachment T-2). The Compliance Office will notify the student-athlete by email, when the permission to contact has been sent to the institution(s).

3. On a case-by-case basis, a student-athlete may receive a Blanket Permission to Contact Granted Letter (Attachment T-3). The blanket letter may include restrictions improved by the Athletics Director (or designee) with input from the head coach. (e.g., no institution on upcoming schedules, no ACC institutions)

4. If denied, the Compliance Office will notify the student-athlete in writing of the decision and their right to a hearing (Attachment T-4). Instructions to request a hearing will be included.

5. Upon receipt of the One-Time Transfer Exception request for a current student-athlete, the Compliance Office will notify the Athletics Director (or designee) and head coach to determine if Boston College has any objection to granting the one-time transfer exception/full release.

6. If the one-time transfer exception/full release is denied, the Compliance Office will notify the student-athlete in writing of the decision and their right to a hearing (Attachment T-5).
Permission to Contact/One-Time Transfer Exception

Appeal Process

PROCEDURES:

1. After a BC student-athlete has been denied permission to contact another institution/or the one-time transfer exception, the Compliance Office will send the student-athlete written notice that permission to contact or the one-time transfer exception has been denied and that the student-athlete has the right to appeal the denial (Attachment T-4 or Attachment T-5).

2. If the student-athlete would like to appeal the denied permission to contact/one-time transfer exception, the student-athlete must submit the appeal in writing to the Faculty Athletics Representative within ten (10) business days of receiving notification of the denial to transfer. The appeal must include:
   a. Student’s name, ID number, year in school, sport;
   b. Reasons for believing that the decision was improper, including names of institutional staff members (e.g., coach, Student Services officer, etc.) with whom the student has discussed the transfer; and
   c. Copies of any relevant documents (e.g., email regarding transfer request).

3. A hearing is then scheduled and conducted within fifteen (15) business days of receipt of the written appeal request.

4. The Appeals Committee will consist of the Faculty Athletics Representative (FAR) and two members from the Compliance Committee, as selected by the FAR.

5. The student-athlete and appropriate member(s) of the Athletics Department are notified of the time and place.

6. If the Athletic Department representatives have written information to present, it must be submitted to the Appeals Committee prior to the hearing.

7. Each side presents its arguments to the committee independently. Both parties are entitled to bring witnesses to the hearing. These witnesses should be able to speak to the facts that they witnessed.

8. If either party has substantive evidence as to why a specific person should not be part of the committee hearing the case, either of these parties will be given an opportunity to present this information to the chair of the committee at the start of the hearing. If the chair deems that there is substantive evidence, the committee member in question will be excused and another member will be substituted. The decision of the chair is final.

9. If the Appeals Committee determines that the decision was not a violation of any NCAA rules/regulations or institutional policy and no extenuating circumstances are present, the appeal is denied and the student-athlete is notified of the decision (Attachment T-12 or Attachment T-14).

10. If the Appeals Committee determines that the decision was in violation of any NCAA rules/regulations, institutional policy or extenuating circumstances exist, the appeal will be approved. The request for permission to contact or the one-time transfer exception shall be immediately granted to the student-athlete and the student-athlete is notified of the decision (Attachment T-13 or Attachment T-15).

11. The chair of the Appeals Committee will notify the student-athlete and other appropriate parties in writing of the committees’ decision within fifteen (15) business days of receipt of the appeal request.
Dear NAME,

Per NCAA bylaw 13.1.1.3, Boston College is requesting permission to contact the following student-athlete:

NAME, TEAM

We would appreciate your response by email or facsimile at 617-552-8786. Please feel free to contact me at 617-552-1916 with questions.

Sincerely,

Jerron Pearson
Associate Director-
Compliance & Financial Aid
Boston College

PERMISSION TO CONTACT:

☐ GRANTED
☐ DENIED

Reason:____________________________________________________
____________________________________________________
____________________________________________________

____________________________________________________
Print Name

____________________________________________________
Title

____________________________________________________
Signature

____________________________________________________
Date

Attachment T-1

BC Compliance Office 07/16
DATE

NAME
Athletic Director
INSTITUTION
VIA FACSIMILE:

Dear NAME:

NAME, a member of the Boston College TEAM team, has requested permission to speak to colleges and universities regarding the possibility of transferring. In accordance with NCAA Bylaw 13.1.1.3, Boston College grants permission to members of your staff to contact this student-athlete.

I can be reached at 617-552-6210 should you have any questions. Thank you.

Sincerely,

Carly Pariseau
Associate Athletic Director for Compliance

cc: Head coach
Student-athlete file
DATE

NAME
ADDRESS
CITY STATE ZIP

Dear NAME:

In accordance with NCAA Bylaw 13.1.1.3, Boston College grants you permission to speak with any institution in the country other than member institutions of the Atlantic Coast Conference about the possibility of transferring.

I can be reached by phone at 617-552-6210 or by e-mail at carly.pariseau@bc.edu should you have any questions.

Sincerely,

Carly Pariseau
Associate Athletic Director for Compliance

cc: Head coach
    Student-athlete file
Dear STUDENT-ATHLETE,

This letter is to inform you that the Boston College Athletic Department has denied your request to contact REQUESTED UNIVERSITY about the possibility of transferring.

NCAA Bylaw 13.1.1.3.1 Hearing Opportunity states:

If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and nonathletic faculty/staff members). The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days (see Bylaw 13.02.1) of receipt of the student-athlete's written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

Pursuant to the aforementioned bylaw, please let this letter serve as your written notification of your right to a hearing opportunity. If you would like to request a hearing, please submit your request in writing to the faculty athletics representative, Dr. Robert Taggart, within 10 days of the date of this letter at the following address:

Dr. Robert Taggart
Boston College
140 Commonwealth Avenue
Fulton Hall, Room 560D
Chestnut Hill, MA 02467

or via e-mail at robert.taggart@bc.edu

Sincerely,

Carly Pariseau
Associate Athletics Director for Compliance

cc: Brad Bates
    <Head Coach>
    <Sport Supervisor>
    Jaime Seguin
    Robert Taggart
Dear STUDENT-ATHLETE,

The Boston College Athletic Department has been contacted by REQUESTING/REQUESTED INSTITUTION requesting a one-time transfer exception for you as a potential transfer student-athlete. This letter is to inform you that the request has been denied.

NCAA Bylaw 14.5.5.2.10 (d) One-Time Transfer Exception states:

If the student is transferring from an NCAA or NAIA member institution, the student's previous institution shall certify in writing that it has no objection to the student's being granted an exception to the transfer-residence requirement. If the student's previous institution denies his or her request for the release, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.

Pursuant to the aforementioned bylaw, please let this letter serve as your written notification of your right to a hearing opportunity. If you would like to request a hearing, please submit your request in writing to the faculty athletics representative, Dr. Robert Taggart, within 10 days of the date of this letter at the following address:

Dr. Robert Taggart  
Boston College  
140 Commonwealth Avenue  
Fulton Hall, Room 560D  
Chestnut Hill, MA 02467

or via e-mail at robert.taggart@bc.edu

Sincerely,

Carly Pariseau  
Associate Athletics Director for Compliance

cc: Brad Bates  
<Head Coach>  
<Sport Supervisor>  
Jaime Seguin  
Robert Taggart
Date:
To:
Re: Student – Sport(s):

The above named student has indicated an interest in transferring to Boston College and participating in the sport indicated. In order to determine the student's eligibility, we ask for your assistance in completing and returning this form. If you have any questions or concerns, please do not hesitate to contact me at 617-552-1916. Thank you very much for your time and assistance.

1. Per NCAA Bylaw 13.1.1.3, do we have permission to contact this individual? □ Yes □ No
2. Dates of full-time attendance of this student at your institution: _____/_____/______ to _____/_____/______
3. Did the student transfer to your institution? □ Yes □ No
   If yes, from what institution? ________________________________
4. Please complete the following chart regarding athletics involvement:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Sport</th>
<th>Practiced? Y or N</th>
<th>Used Season of Competition? Y or N</th>
<th>Received Ath Aid? Y or N</th>
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5. Did the student sign a National Letter of Intent with your institution? □ Yes □ No
   If yes, date signed? ________________
6. Was the student recruited by your institution? □ Yes □ No
7. Is the student in good academic standing? □ Yes □ No
8. Did the student pass at least six (6) hours of academic credit during their most recent term of full-time enrollment at your school? □ Yes □ No
9. Does the student meet progress-toward-degree requirements? □ Yes □ No
10. Would the student have been academically eligible to compete if he/she had remained at your institution? □ Yes □ No
11. Is the student under any disciplinary suspension from your institution? □ Yes □ No
12. Did this student graduate from your institution? □ Yes □ No
   If yes, date of graduation? ________________
13. Do you have any objection to this student being granted an exception to the transfer residence requirement (Bylaw 14.5.5.2.10) to be immediately eligible for competition? □ Yes □ No □ Not Applicable

________________________________________________     _________________________________________
Name (Print)                   Signature
________________________________________________          _________________________________________
Title                       Date

Please return to Jerron Pearson, Associate Director for Compliance & Financial Aid by email at pearsojg@bc.edu or fax at 617-552-8786

Attachment T-6
BC Compliance Office 07/16
## STUDENT-ATHLETE TRANSFER ELIGIBILITY FORM

<table>
<thead>
<tr>
<th>Student-Athlete's Name: __________________________</th>
<th>Sport: __________________________</th>
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<tr>
<td>Enrollment Term at Boston College: ____________</td>
<td>Date: __________________________</td>
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<tr>
<th>Academic Year</th>
<th>Previous Institution(s)</th>
<th>Division</th>
<th>Ath Aid</th>
<th>2 yr or 4 yr Institution</th>
<th>Practiced</th>
<th>Competed</th>
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Permission to Contact letter on file? YES / NO / N/A
*(Needed for transfers from any NCAA or NAIA domestic four-year collegiate institutions)*

Transfer Information Tracer on file? YES / NO

---

**FOR REGISTRAR’S USE ONLY**

Eligibility Center Certification: Qualifier Partial-Qualifier Non-Qualifier N/A

Progress Toward Degree Requirement met at Previous Institution: YES / NO

# of Transferable Credits: _______

Progress Toward Degree Percent Requirement met at Boston College: 40 / 60 / 80 / NO / N/A

Cumulative GPA of transferable credits: _______

Major Declared: YES / NO / N/A

Notes: __________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
TWO-YEAR COLLEGE TRANSFER (2-4)
NCAA Residence Requirement Waiver Checklist

Name ___________________________          Sport _______________ Date _______________________

Previous Institution(s)  _________________________ Term of Initial Enrollment: ________________

[ ] 14.5.4.1 Qualifier
A transfer student from a two-year college who was a qualifier (per Bylaw 14.3.1.1) is eligible for competition in Division I institutions the first academic year in residence only if the student has spent at least one full-time semester or one full-time quarter in residence at the two-year college (excluding summer sessions), presented a minimum grade-point average of 2.000 (see Bylaw 14.5.4.5.3.2) and satisfactorily completed an average of at least 12-semester or -quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution for each full-time academic term of attendance at the two-year college.

In baseball and basketball, a qualifier who satisfies the provisions of Bylaw 14.5.4.1, but initially enrolls at the certifying institution as a full-time student subsequent to the conclusion of the institution's first term of the academic year, shall not be eligible for competition until the ensuing academic year.

[ ] 14.5.4.2 Not a Qualifier
A transfer student from a two-year college who was not a qualifier (per Bylaw 14.3.1.1) is eligible for institutional financial aid, practice and competition the first academic year in residence only if the student:

___ Graduated from the two-year college; and

___ Completed satisfactorily a minimum of 48-semester or 72-quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution, including 6-semester hours/8-quarter hours of transferable English credit, 3-semester hours/4-quarter hours of transferable math credit and 3-semester hours/4-quarter hours of transferable natural/physical science credit; and

___ Attended a two-year college as a full-time student for at least three semesters or four quarters (excluding summer terms); and

___ A cumulative grade-point average of 2.500 (see Bylaw 14.5.4.5.3.2).

The following requirements must also be met:

___ Not more than a total of 18-semester or 27-quarter hours of the transferable-degree credit may be earned during summer terms, and not more than nine-semester or 13.5 quarter hours of the transferable-degree credit may be earned during the summer term(s) immediately prior to the transfer; and

___ A student-athlete is not permitted to satisfy the three-semester/four-quarter attendance requirement during one academic year; and

___ In baseball and basketball, a student who was not a qualifier (per Bylaw 14.3.1.1) who satisfies the provisions of Bylaw 14.5.4.2, but initially enrolls at a certifying institution as a full-time student subsequent to the conclusion of the institution's first term of the academic year, shall not be eligible for competition until the ensuing academic year.
14.5.4.6 Exceptions or Waivers for Transfer from Two-Year Colleges

A transfer student from a two-year college or from a branch school that conducts an intercollegiate athletics program is not subject to the residence requirement at the certifying institution if any one of the following conditions is met. An individual who is not a qualifier shall not be permitted to use the exceptions under this bylaw.

___ The student changed institutions in order to continue participation in a sport because the student's original two-year college dropped the sport from its intercollegiate program (even though it may subsequently establish that sport on a club basis) or never sponsored the sport on the intercollegiate level while the student was in attendance at that institution, provided the student never attended any other collegiate institution that offered intercollegiate competition in that sport and the student earned at least a minimum 2.000 grade-point average (see Bylaw 14.5.4.5.3.2) at the two-year college.

In applying this provision for an exception to the residence requirement, the original collegiate institution shall be the two-year college in which the student was enrolled immediately prior to the transfer to the certifying institution, provided that, if the student is transferring from a two-year college that never sponsored the sport on the intercollegiate level, the student never shall have attended any other collegiate institution that offered intercollegiate competition in that sport. (or)

___ The student transfers to the certifying institution from a two-year college and, for a consecutive two-year period immediately prior to the date on which the student begins participation (practice and/or competition), the student has not competed in intercollegiate competition and has not engaged in other countable athletically related activities in the involved sport in intercollegiate athletics in the involved sport beyond a 14 consecutive-day period, or has neither practiced nor competed in organized noncollegiate amateur competition while enrolled as a full-time student in a collegiate institution. The 14 consecutive-day period begins with the date on which the student-athlete first engages in any countable athletically related activity (see Bylaw 17.02.1). The two-year period does not include any period of time prior to the student's initial-collegiate enrollment.

In summary, the student-athlete named:

[ ] Has [ ] Has NOT competed at the two-year college in any competition other than regularly scheduled scrimmages in that sport during the same academic year. If answered “has”, the student is not eligible for any competition in a sport (during either the segment that concludes with the NCAA championship or the other segment). (Bylaw 14.5.4.5.7)

[ ] If multiple two-year colleges are involved, at least 25 percent of credits used to fulfill the student’s academic degree requirements must be earned at the two-year college that awards the degree per Bylaw 14.5. (Bylaw 14.5.4.5.1)

[ ] Has been granted an exception to the transfer residence requirement, having met the criteria for the specified situation above. Appropriate documentation, if necessary, is attached.

[ ] Must complete one year in residence at this institution before becoming eligible for competition.

Compliance Office Date Office of Admission Date

Faculty Athletics Representative Date Registrar’s Office Date

Attachment T-8 BC Compliance Office 07/16
4-2-4 COLLEGE TRANSFER
NCAA Residence Requirement Waiver Checklist

Name: ________________________ Date: ________________________

Sport: ________________________ Term of Initial Enrollment at BC: ________________

Previous Institutions:
1. __________________________ Term of Initial Enrollment: _____________________
2. __________________________ Term of Initial Enrollment: _____________________

14.5.6. 4-2-4 College Transfers
A student who transfers from a four-year college to a two-year college and then to the certifying institution shall complete one academic year of residence at the certifying institution prior to engaging in intercollegiate competition, unless the student has:

___ Completed an average of at least 12-semester or -quarter hours of transferable degree credit, with a cumulative minimum grade-point average of 2.000, acceptable toward any baccalaureate degree program at the certifying institution for each term of full-time attendance at the two-year college following transfer from the four-year college most recently attended; and

___ One calendar year has elapsed since the student's departure from the previous four-year college (one year since the date that the student-athlete takes formal action with the appropriate institutional authorities required for all students to indicate that the student-athlete is leaving the previous four-year institution and no longer will be attending classes); and

___ The student has graduated from the two-year college (see Bylaws 14.5.4.5.1 and 14.5.4.5.3.2).

14.5.6.1. 4-2-4 College Transfers Exceptions
A "4-2-4" transfer student who does not meet the requirements of Bylaw 14.5.6 is not subject to the residence requirement for intercollegiate competition if any of the following conditions are met:

___ The student returns to the four-year college from which he or she transferred to the two-year college, provided the student did not have an unfulfilled residence requirement at the time of the transfer from the four-year college. The amount of time originally spent in residence at the first four-year college may be used by the student in completing the unfulfilled residence requirement at that institution; or

___ The student initially was enrolled in a four-year collegiate institution that never sponsored the student's sport on the intercollegiate level while the student was in attendance at the institution (provided the student never had attended any other four-year collegiate institution that offered intercollegiate competition in that particular sport) and provided the student was a qualifier and satisfactorily completed an average of at least 12-semester or -quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution during each academic term of attendance with an accumulative minimum grade-point average of 2.000 (see Bylaw 14.5.4.5.3.2), and spent
at least two semesters or three quarters in residence at the two-year college (excluding summer sessions); or

The student qualifies for an exception to the two-year college transfer requirements (see Bylaw 14.5.4.6) and qualifies for the same exception to the four-year college transfer residence requirement (see Bylaw 14.5.5.2).

In summary, the student-athlete named above:

[ ] Qualifies for the waiver of the one year residency requirement cited above, corroborating documentation attached. (Note: All conditions listed under selected waiver must be met unless otherwise indicated.)

[ ] Must complete one year in residence at this institution before becoming eligible for competition.

______________________________  __________________
Compliance Office     Date

______________________________  __________________
Faculty Athletic Representative    Date

______________________________  __________________
Admissions Office      Date

______________________________  __________________
Registrars Office      Date
FOUR-YEAR COLLEGE TRANSFER
NCAA One-Time Transfer Exception

Name__________________________________           Sport________________________________

14.5.5.2.10 One-Time Transfer Exception
An undergraduate student-athlete transfers to the certifying institution from another four-year collegiate institution, and all of the following conditions are met:

_____ The student is a participant in a sport other than baseball, basketball, bowl subdivision football or men's ice hockey at the institution to which the student is transferring. A participant in championship subdivision football at the institution to which the student is transferring may use this exception only if the participant transferred to the certifying institution from an institution that sponsors bowl subdivision football and has two or more seasons of competition remaining in football or the participant transfers from a football championship subdivision institution that offers athletically related financial aid in football to a football championship subdivision institution that does not offer athletically related financial aid in football; and

_____ The student has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exception per Bylaw 14.5.5.2.6 (discontinued/nonsponsored sport exception); and

_____ The student is in good academic standing and meets the progress-toward-degree requirements. The transferring student must be one who would have been academically eligible had he or she remained at the institution from which the student transferred, and he or she also must be eligible at the certifying institution as a regularly enrolled, full-time, degree-seeking student who was admitted in accordance with the regular, published entrance requirements of the institution. The student shall not be required to fulfill the necessary percentage-of-degree requirements at the previous institution; and

_____ If the student is transferring from an NCAA or NAIA member institution, the student's previous institution shall certify in writing that it has no objection to the student's being granted an exception to the transfer-residence requirement. If the institution receives a written request for a release from a student-athlete, the institution shall grant or deny the request within seven business days. If the institution fails to respond to the student-athlete’s written request within seven business days, the release shall be granted by default and the institution shall provide a written release to the student-athlete.

14.6.1 One-Time Graduate Transfer Exception
A graduate student-athlete who is enrolled in a graduate or professional program of an institution other than the institution from which he or she previously received a baccalaureate degree may participate in intercollegiate athletics if the student-athlete fulfills the conditions of the one-time transfer exception set forth in Bylaw 14.5.5.2.10 and has eligibility remaining. A graduate student-athlete who does not meet the on one-time transfer exception due to the restrictions of Bylaw 14.5.2.2.10-(a) shall qualify for this exception provided:
_____ The student-athlete fulfills the remaining conditions of Bylaw 14.5.5.2.10;
_____ The student-athlete has at least one season of competition remaining; and
_____ The student-athlete’s previous institution did not renew his or her athletics aid for the following academic year.

In summary, the student-athlete named above:

[  ] Qualifies for the one-time transfer exception cited above, corroborating documentation attached.

[  ] Must complete one year in residence at this institution before becoming eligible for competition.

Compliance Office ___________________________ Date __________ Faculty Athletics Representative ___________________________ Date __________

Admissions Office ___________________________ Date __________ Certifying Officer ___________________________ Date __________
FOUR-YEAR COLLEGE TRANSFER
NCAA Residence Requirement Waiver Summary

[ ] 14.5.5.2.1 Educational Exchange Exception - Returning to Original Institution
The student returns to his or her original institution under any one of the following conditions:
   _____ After participation in a cooperative educational exchange program, provided the student is to receive a
   baccalaureate degree from the institution from which the student transferred to participate in the exchange
   program; or

   _____ After one semester or quarter of attendance at another institution for purposes of taking academic courses not
   available at the original institution, regardless of whether they are required in the degree program the student-
   athlete is pursuing at the first institution. In such an instance, the student may also take additional courses that
   were available at the first institution; or

   _____ After one academic year of attendance at another collegiate institution, in accordance with the program
   recommended by the appropriate academic officer at the original institution, provided the student was in good
   academic standing at the time the student left the original institution.

[ ] 14.5.5.2.2 Exchange Students Exception
The student is enrolled in the certifying institution for a specified period of time as a bona fide exchange student
participating in a formal educational exchange program that is an established requirement of the student athlete's
curriculum.

[ ] 14.5.5.2.3 Discontinued Academic Program Exception
The Eligibility Committee concludes that the student changed institutions in order to continue a major course of study
because the original institution discontinued the academic program in the student’s major.

[ ] 14.5.5.2.4 Foreign Student Program Exception
The individual is a foreign student who is required to transfer (one or more times) because of a study program
predetermined by the government of the student's nation or the sponsoring educational organization.

[ ] 14.5.5.2.5 Military Service, Church Mission Exception
The student returns from at least 12 months of active service in the armed forces of the United States, or from at least
12 months of active service on an official church mission.

The amount of time that an individual is enrolled as a regular student in a collegiate institution while concurrently on
active military duty or engaged in active service on an official church mission may not be counted as a part of the 12-
month active-duty period that qualifies a student for an exception to the transfer-residence requirement.

[ ] 14.5.5.2.6 Discontinued/Non Sponsored Sports Exception
In a particular sport when the student transfers at any time to the certifying institution and participates in the sport on
the intercollegiate level after any of the following conditions has occurred:

   In applying this provision for an exception to the residence requirement, the original collegiate institution shall be the
one in which the student was enrolled immediately prior to transfer to the certifying institution, it being understood
that, if the student is transferring from an institution that never sponsored the sport on the intercollegiate level, the
student never shall have attended any other collegiate institution that offered intercollegiate competition in that sport.

   _____ The student's original four-year collegiate institution dropped (or has publicly announced it will drop) the
   sport (in which the student has practiced or competed at that institution in intercollegiate competition) from its
   intercollegiate program; or

   _____ The student's original four-year collegiate institution reclassified (or has publicly announced it will reclassify)
   the sport (in which the student has practiced or competed at that institution in intercollegiate competition)
from Division I to Division III status, and the student subsequently had not competed in that sport on the Division III level; or

The student's original four-year collegiate institution never sponsored the sport on the intercollegiate level while the student was in attendance at the institution, provided the student had never transferred from any other collegiate institution that offered intercollegiate competition in that particular sport.

14.5.5.2.7 Two-Year Nonparticipation or Minimal Participation Exception
The student transfers to the certifying institution from another four-year college and, for a consecutive two-year period immediately prior to the date on which the student begins participation (practice and/or competition), the student has not competed in intercollegiate competition and has not engaged in other countable athletically related activities in intercollegiate athletics in the involved sport beyond a 14 consecutive-day period, or has neither practiced nor competed in organized non-collegiate amateur competition while enrolled as a full-time student in a collegiate institution. The 14 consecutive-day period begins with the date on which the student-athlete first engages in any countable athletically related activity (see Bylaw 17.02.1). The two-year period does not include any period of time prior to the student's initial-collegiate enrollment.

14.5.5.2.8 Returns to Original Institution Without Participation or with Minimal Participation Exception
The student transfers to a second four-year collegiate institution, does not compete at the second institution and does not engage in other countable athletically related activities in the involved sport at the second institution beyond a 14 consecutive-day period and returns to the original institution. The 14 consecutive-day period begins with the date on which the student-athlete first engages in any countable athletically related activity (see Bylaw 17.02.1). A student may use this exception even if he or she has an unfulfilled residence requirement at the institution from which he or she is transferring.

14.5.5.2.9 Nonrecruited Student Exception
The student transfers to the certifying institution, and the following conditions are met:

The student-athlete was not recruited by the certifying institution (per Bylaw 13.02.13.1), and

No athletically related financial assistance has been received by the student-athlete, and

The student-athlete has not competed for any previous institution and has not engaged in other countable athletically related activities in intercollegiate athletics beyond a 14 consecutive-day period at any previous institution. The 14 consecutive-day period begins with the date on which the student-athlete first engages in any countable athletically related activity (see Bylaw 17.02.1).

14.5.5.2.10.1 Nonrecruited Student
A student-athlete who does not qualify for the exception due to Bylaw 14.5.5.2.10-(a) may use the one-time transfer exception, provided he or she was not recruited by the original four-year institution and has never received institutional athletically related financial aid from any four-year institution.

In summary, the student-athlete named above:

Qualifies for the waiver of the one year residency requirement cited above, corroborating documentation attached. (Note: All conditions listed under selected waiver must be met unless otherwise indicated.)

Must complete one year in residence at this institution before becoming eligible for competition.

Compliance Office Date Faculty Athletics Representative Date

Admissions Office Date Certifying Officer Date

Attachment T-11 BC Compliance Office 07/16
CONFIDENTIAL

[Date]

<Student-Athlete’s Name>
<Address>
<CSZ>

Dear [Student-Athlete]:

As a result of the appellate hearing held on [hearing date], and pursuant to NCAA Bylaw 13.1.1.3.1, the hearing panel hereby upholds the Boston College Department of Athletics’ denial of your request for permission to contact the following institution(s) regarding transfer.

<List Institutions(s)>

Please let this letter serve as your written notification of the request denial. The panel’s ruling is final and binding. If you have any questions, please contact me at 617-552-6104.

Sincerely,

Robert Taggart
Faculty Athletics Representative

cc: Brad Bates
    <Head Coach>
    <Sport Supervisor>
    Jaime Seguin
    Carly Pariseau
CONFIDENTIAL

[Date]

<Student-Athlete’s Name>
<Address>
<CSZ>

Dear [Student-Athlete]:

As a result of the appellate hearing held on [hearing date], and pursuant to NCAA Bylaw 13.1.1.3.1, the hearing panel hereby overrules the Boston College Department of Athletics’ denial of your request. You are hereby granted permission to contact the following institution(s) regarding transfer as regulated by the NCAA:

<List Institutions(s)>

Please let this letter serve as your written notification of the granted request. If you have any questions, please contact me at 617-552-6104.

Sincerely,

Robert Taggart
Faculty Athletics Representative

cc: Brad Bates
    <Head Coach>
    <Sport Supervisor>
    Jaime Seguin
    Carly Pariseau
CONFIDENTIAL

[Date]

<Student-Athlete’s Name>
<Address>
<CSZ>

Dear [Student-Athlete]:

As a result of the appellate hearing held on [hearing date], and pursuant to NCAA Bylaw 14.5.5.2.10, the hearing panel hereby upholds the Boston College Department of Athletics’ denial of your request for the one-time transfer exception to the following institution(s).

<List Institutions(s)>

Please let this letter serve as your written notification of the request denial. The panel’s ruling is final and binding. If you have any questions, please contact me at 617-552-6104.

Sincerely,

Robert Taggart
Faculty Athletics Representative

cc: Brad Bates
    <Head Coach>
    <Sport Supervisor>
    Jaime Seguin
    Carly Pariseau
CONFIDENTIAL

[Date]

<Student-Athlete’s Name>
<Address>
<CSZ>

Dear [Student-Athlete]:

As a result of the appellate hearing held on [hearing date], and pursuant to NCAA Bylaw 14.5.5.2.10, the hearing panel hereby overrules the Boston College Department of Athletics’ denial of your request. You are hereby granted the one-time transfer exception to the following institution(s) as regulated by the NCAA:

<List Institutions(s)>

Please let this letter serve as your written notification of the granted request. If you have any questions, please contact me at 617-552-6104.

Sincerely,

Robert Taggart
Faculty Athletics Representative

cc: Brad Bates
    <Head Coach>
    <Sport Supervisor>
    Jaime Seguin
    Carly Pariseau
IV. PLAYING AND PRACTICE SEASONS

1. Declaration of Coaching Staff 1
2. Declaration of Playing Season 3
3. Countable Athletically Related Activities 4

ATTACHMENTS
P-1 Boston College Staff Designation Form
P-2 Boston College Football Staff Designation Form
P-3 Boston College Volunteer Coach Agreement
P-4 Boston College Non Coaching Staff Member Agreement
P-5 Boston College Student Manager Form
P-6 Boston College Countable Non-Recruiting Coach Agreement
P-7 Playing and Practice Season Declaration Form
Declaration of Coaching Staff

POLICIES

- It is ultimately a head coach’s responsibility to inform the Compliance Office of who is on their coaching staff or is working with their program.
- All changes that occur to the coach or staff roster from the Staff Designation Form submitted for the academic year must be communicated to the Compliance Office immediately.
- Coaching and Staff categories are the following:
  - **Countable Coach**: A head coach or an assistant coach who has passed the NCAA Recruiting Exam for the year in which they are recruiting.
    - A countable coach may be provided compensation or remuneration.
  - **Countable, Non-Recruiting Coach**: An assistant coach who fits within countable coach limitations, but MAY NOT perform any recruiting activities.
    - A countable, non-recruiting coach may be provided compensation or remuneration.
    - To be able to travel with the program for away-from-home competitions, a countable, non-recruiting coach must pass the NCAA Recruiting Exam unless special permission is granted by the Sport Administrator.
  - **Volunteer Coach**: A coach who does not receive compensation or remuneration from the athletic department or from an organization funded by the athletic department or that is involved primarily in the promotion of the institution’s athletics program (e.g., booster club, Flynn Fund, etc.).
    - Football and Men’s & Women’s Basketball are not permitted to have a volunteer coach.
    - To be able to travel with the program for away-from-home competitions, a volunteer coach must pass the NCAA Recruiting Exam unless special permission is granted by the Sport Administrator.
  - **Student Assistant Coach**: An undergraduate or graduate student-athlete that has either exhausted their eligibility or been deemed a medical non-counter and is within their five-year clock.
  - **Student Manager**: An undergraduate or graduate student who is enrolled full-time and performs managerial duties with the program.
  - **Non-Coaching Staff Member**: An employee (other than a work-study) who works directly with your program and is neither a coach nor a student. Examples include administrative assistant, director of operations, quality control personnel, video coordinators, etc.).
  - **Graduate Assistant Coach** (Football and Rowing only): An assistant coach who is also a graduate student enrolled in at least 50% of a full graduate course load.
- NCAA recruiting certification expires on **July 31** of the corresponding academic year and all recruiting activities must cease until a coach renews certification.
- The head coach is presumed to have knowledge of and is responsible for the actions of all institutional staff members who report directly or indirectly to the head coach.

PROCEDURES

1. Each semester, the head coaches for all sports other than football are required to submit the **Coaching Staff Designation Form** (Attachment P-1). This form must include the name of all individuals working specifically with their program whether or not they are a paid/unpaid employee or a volunteer.
   - Further, each individual other than a countable, recruiting coach must complete one of the following forms depending on their position within the program:
     - **Countable, Non-Recruiting Coach Agreement** (Attachment P-6)
     - **Volunteer Coach Agreement** (Attachment P-3)
     - **Non-Coaching Staff Member Agreement** (Attachment P-4)
     - **Student Manager Form** (Attachment P-5)
2. FOOTBALL: Each semester, the head coach is required to submit the **Football Staff Designation Form** (Attachment P-2) by. The Football Staff Designation Form must include the name of all individuals working specifically with their program whether or not they are a paid/unpaid employee or a volunteer.
   - Further, each individual other than a countable coach or graduate student-assistant coach must complete one of the following forms depending on their position within the program:
     - Non-Coaching Staff Member Agreement (Attachment P-4)
     - Student Manager Form (Attachment P-5)

3. The Compliance Office must be notified immediately of any further changes to a program’s staff after the Staff Designation Form has been submitted.
Declaration of Playing Season

POLICIES

- It is ultimately a head coach’s responsibility to maintain a permissible playing and practice season per NCAA rules.
- Scheduling of the beginning of the year compliance eligibility meetings are based on first practice and competition dates as reported on the Playing and Practice Season Declaration Form (Attachment P-7).
- The Playing and Practice Season is defined as the period of time between the first practice session and the last competition or practice session. Recognized practices and competitions can only take place during the playing and practice season as defined on the Playing and Practice Season Declaration Form (Attachment P-7). The Playing and Practice Season is broken down into two segments:
  - Championship Segment — the portion of the playing season that concludes with the NCAA championship in that sport.
  - Non-Championship Segment — the remaining portion of the playing season.
- Outside competition is defined as an athletics competition against any other athletics team that does not represent the intercollegiate program at this institution.
  - Student-athletes cannot participate in outside competitions unless certified eligible to compete. (See Sections II. and VIII. for more detailed information.)

PROCEDURES

1. Each head coach is required to submit a completed Playing and Practice Season Declaration Form (Attachment P-7) with an up to date competition schedule prior to the beginning of a playing season.
   a. All sports competing in the fall must submit a completed form to the Compliance Office by June 1st.
      i) Fall sports must submit their spring, non-championship segment schedules to the Compliance Office for approval by the end of January in the spring semester
   b. All other sports must submit a completed form to the Compliance Office by August 15th
   c. All outside competitions, including scrimmages, exhibitions, and alumni games must be reported.
   d. A coach can define their week starting with any day of the week. However, the seven consecutive day period (week) must remain consistent for the entire segment once it is officially defined on the Playing and Practice Season Declaration Form (Attachment P-7) (ex: Wed.-Tues.).
2. The Compliance Office will review the form and schedule for playing season compliance, maximum and minimum dates/competitions, minimum participants, and sports sponsorship.
3. Any changes in a playing and practice season or competition schedule must be immediately reported to the Compliance Office in writing.
   a. The compliance office will follow the same procedure as outlined above to assure changes are within NCAA guidelines and that all other offices are notified of the changes.
Countable Athletically Related Activities

POLICIES

• It is ultimately a head coach’s responsibility to only engage in permissible countable athletically related activities and to follow specific NCAA legislation.

• Recognized practices and competitions and other CARA can only take place during the playing and practice season as defined on the Playing and Practice Season Declaration Form (Attachment P-7).

• A coach must record CARA according to the seven consecutive day period (week) as officially defined on the Playing and Practice Season Declaration Form (Attachment P-7) (ex: Wed.-Tues.).

• When submitting the Countable Athletically Related Activities Forms the coach must include the actual start and end times of practice. For teams that practice off-campus, the departure and return time must also be listed. The travel portion does not count against your permissible hours; however the compliance office would like to know how long the travel portion is for practice.

• Each competition needs to be recorded as 3 hours no matter how long the competition lasts.

• Both forms need to be submitted even when hour limitations do not apply:
  o Preseason practice prior to the first competition or the first day of classes, whichever is earlier, and
  o Official vacation period between terms, and
  o NCAA/ Conference Championships.

• Alumni are permitted to participate in an occasional practice with the team. Occasional is defined as three times per month or less. If an alumnus is to practice with a team, the coach must notify the Compliance Office prior to the practice.

• Spot checks will be made by the Compliance Office periodically.

PROCEDURES

1. Each month, a coach must submit Countable Athletically Related Activities through JumpForward by the 10th of the subsequent month.
2. Upon submission, the Compliance Office will notify a minimum of one student-athlete to confirm that the Countable Athletically Related Activities are correct with a signature on the forms as well. Student-athletes will be pre-identified to approve logs.
3. The strength and conditioning staff will also be asked to confirm the Countable Athletically Related Activities.
   a. The Compliance Office will receive the submitted CARA report from the coach and will then submit the logs to the Strength and Conditioning Staff for confirmation.
### BOSTON COLLEGE STAFF DESIGNATION FORM

**Sport:** _______________  **Academic Year:** ___________

This form is to be completed by the Head Coach and provides the Compliance Office with a complete roster of the coaches that will serve as part of the staff during this academic year.

NCAA Bylaw 11.01.2 Coach, Head or Assistant – A head or assistant coach is any coach who is designated by the institution’s athletics department to perform coaching duties and who serves in that capacity on a volunteer or paid basis.

NCAA Bylaw 11.5.1 Annual Certification Requirement – Only those coaches who have been certified may contact or evaluate any prospective student-athletes off campus. Certification must occur on an annual basis.

NCAA Bylaw 11.7.6 Limitations on Number – There shall be a limit on the number of coaches who may be employed by an institution and who may contact or evaluate prospects off-campus at any one time in each sport.

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<th>Name</th>
<th>Head Coach</th>
<th>Asst. Coach</th>
<th>Eligibility to Recruit Off-Campus</th>
<th>Date of Certification</th>
<th>Coaching for Local Sports Club</th>
<th>Comments</th>
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**VOLUNTEER COACHES:** Please note that volunteer coaches are not permitted to recruit off campus and must be certified through the NCAA Recruiting Exam if they would like to travel with the team. For limitations on the number of permissible volunteer coaches, refer to bylaw 11.7.4.2.3. All Volunteer coaches MUST complete the Volunteer Coach Agreement Form.

I certify that my volunteer coach is currently NOT employed in the same sport at a high school or two-year college. I understand that it is a violation of NCAA rules for my volunteer coach to coach the same sport at a high school or two-year college. __________ (Please initial)

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**NON COACHING STAFF MEMBERS:** Please list any other individuals, with his/her given position (e.g. Dir. of Ops, GA’s, Undergrad Asst, Recruiting Coord., Student Managers, etc), which will be working with your program in the academic year listed. Please note that none of these individuals are permitted to recruit off-campus. Non-Coaching staff MUST complete the Non-Coaching Staff Member Agreement.

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<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Duties</th>
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**STUDENT MANAGERS:** Please list any student managers who will be with your program this year. A student manager is an individual who performs traditional managerial duties (e.g., equipment, laundry, hydration) and must be a full-time undergraduate or graduate student.

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<th>Name</th>
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I hereby certify that the above list of coaches includes all coaching and non-coaching staff members that will be a part of my program for the listed academic year. Additionally, I understand that if any changes in coaching staff occur, I must notify the Compliance Office.

**Signature of Head Coach**

**Signature of Athletic Compliance Office**

**Signature of Sport Administrator**
This form is to be completed by the Head Coach and provides the Compliance Office with a complete roster of the coaches that will serve as part of the staff during this academic year. This form is due to the Compliance Office at the start of each semester.

NCAA Bylaw 11.01.2 Coach, Head or Assistant – A head or assistant coach is any coach who is designated by the institution’s athletics department to perform coaching duties and who serves in that capacity on a volunteer or paid basis.

NCAA Bylaw 11.5.1 Annual Certification Requirement – Only those coaches who have been certified may contact or evaluate any prospective student-athletes off campus. Certification must occur on an annual basis.

NCAA Bylaw 11.7.6 Limitations on Number – There shall be a limit on the number of coaches who may be employed by an institution and who may contact or evaluate prospects off-campus at any one time in each sport.

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**NON COACHING STAFF MEMBERS:** Please list any other individuals, with his/her given position (e.g. Dir. of Ops, GA’s, Undergrad Asst, Recruiting Coord., Student Managers, etc), which will be working with your program in the academic year listed. Please note that none of these individuals are permitted to recruit off-campus.

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<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I hereby certify that the above list of coaches includes all coaching and non-coaching staff members that will be a part of my program for the listed academic year. Additionally, I understand that if any changes in coaching staff occur, I must notify the Compliance Office.

Signature of Head Coach

Signature of Athletic Compliance Office

Signature of Sport Administrator
BOSTON COLLEGE VOLUNTEER COACH AGREEMENT

Sport: ________________________  Academic Year: _______________

VOLUNTEER COACH: Complete the form in its entirety. Prior to beginning your responsibilities, this form must be signed and approved by your program’s head coach and the Compliance Office.

NCAA Bylaw 11.01.6 Coach, Volunteer - In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution's athletics program (e.g., booster club, athletics foundation association). The following provisions shall apply:

(a) The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions.
(b) The individual may receive a maximum of two complimentary tickets to home athletics contests in the coach's sport.
(c) The individual may receive complimentary meals incidental to organized team activities (e.g., pre- or postgame meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.

Name of Volunteer Coach  
E-mail Address

Permanent Address  
Cell Phone

City, State, Zip, Country  
Academic Term(s) as Coach

VOLUNTEER COACH ACCEPTANCE

My signature below indicates that I agree and understand the following parameters in agreeing to serve as a volunteer coach:

• I agree that the head coach or appropriate administrator shall determine the duties and responsibilities of this position.

• I agree to abide by all the rules and regulations of the NCAA, Atlantic Coast Conference, Boston College, the Boston College Athletics Department, as well as individual team rules and regulations.

• I certify that I am not currently receiving any compensation from Boston College, any organization funded in whole or in part by the Boston College Athletics Department, or a Boston College booster group. I also certify that I am not employed in the same sport at a high school, preparatory school or two-year college.

• I agree to comply with all NCAA and Atlantic Coast Conference rules and interpretations, as well as all Boston College athletic department compliance policies and procedures. In the event that I become aware of, or have reasonable cause to believe, that a violation has occurred involving NCAA, Atlantic Coast Conference and/or University rules, policies or procedures, I agree to report it promptly to the Compliance Office.

• My signature below affirms that I have read the above information and understand my obligations as a volunteer coach. I understand, per NCAA rules, I am prohibited from:
  o Contacting or evaluating prospective student-athletes off-campus.
  o Scouting opponents off-campus.
  o Receiving more than two (2) complimentary admissions to home athletics contests (in my sport only).
  o Receiving any compensation from the athletics department.
  o Coaching the same sport at the high school or two-year college level.

Signature of Volunteer Coach  
Date

Signature of Head Coach  
Date

Signature of Compliance Office  
Date

Attachment P-3  
BC Compliance Office 07/16
BOSTON COLLEGE NON-COACHING STAFF MEMBER AGREEMENT

Sport: _______________________________  Academic Year: ______________

NCAA Bylaw 11.7.3 Noncoaching Staff Member with Sport-Specific Responsibilities – A noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) is prohibited from participating in on-court or on-field activities (e.g., assist with drills, throw batting practice, signal plays) and is prohibited from participating with or observing student-athletes in the staff-member’s sport who are engaged in nonorganized voluntary athletically related activities (e.g., pick-up games).

Name of Non-Coaching Staff Member

Title (Position)

E-mail Address

Cell Phone

NON-COACHING STAFF MEMBER ACCEPTANCE

I understand that it is NOT permissible for me to participate in the activities listed below or any activity that is considered coaching in nature and is not an exception per Bylaws 11.7.2.3 and 13.1.2.3.

<table>
<thead>
<tr>
<th>Recruiting:</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Analyze/evaluate videotape of prospects.</td>
<td></td>
</tr>
<tr>
<td>• Participate in any activity involving athletics evaluations and/or selection of prospects.</td>
<td></td>
</tr>
<tr>
<td>• Perform off-campus recruiting functions.</td>
<td></td>
</tr>
<tr>
<td>• Make phone calls to or receive phone calls from prospects (or prospects’ parents, legal guardians or coaches) except as permitted per Bylaw 11.7.1.2.2.</td>
<td></td>
</tr>
<tr>
<td>• Attend athletic event, in the staff member’s sport, involving prospective student-athletes except as permitted per Bylaw 13.1.2.3-(b).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Playing and Practice:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assist with in-person scouting of opponents.</td>
<td></td>
</tr>
<tr>
<td>• Participate in or observe nonorganized voluntary activities (e.g., pick-up games). Provide student-athletes an analysis of their practice session or competition.</td>
<td></td>
</tr>
<tr>
<td>• Participate in competition-related warm-up activities (e.g., assist with warm-up drills before or during competition, throw batting practice, warm-up the bullpen catcher/quarterback, hit fungo, take in-field).</td>
<td></td>
</tr>
<tr>
<td>• Provide instruction to student-athletes at any time.</td>
<td></td>
</tr>
<tr>
<td>• Engage in coaching activities in coaches/student-athletes meetings (e.g., provide evaluation of practice or competition, set-up offense/defense strategy).</td>
<td></td>
</tr>
<tr>
<td>• Signal in plays from the sideline during practices or games.</td>
<td></td>
</tr>
</tbody>
</table>

The above information is not inclusive. The head coach or the head coach’s designee should contact the Compliance Office to confirm the permissibility of any non-coaching staff activity that is not clearly listed above.

NON-COACHING STAFF MEMBER WITH SPORT-SPECIFIC RESPONSIBILITIES – By signing below, I verify that I have received the educational materials and understand the NCAA regulations regarding the duties of non-coaching staff with sport-specific responsibilities. I agree with the terms and conditions for serving as a non-coaching staff member at Boston College.

Non-Coaching Staff Member: ___________________________  DATE: __________

HEAD COACH – By signing below, I verify that the utilization of this non-coaching staff member by any members of the coaching staff will solely be in accordance with NCAA rules.

Head Coach: ___________________________  DATE: __________
Boston College Student Manager Form

Name: ________________________________  Eagle ID Number: __________

Sport: ________________________________  Year: ______________

A manager is an individual who performs traditional managerial duties (e.g., equipment, laundry, and hydration) and meets the following additional criteria:

(a) The individual shall be a full-time undergraduate with a minimum of 12 credits in the day school or graduate student with a minimum of 9 credits (see Bylaws 14.2.2 and 14.2.2.1.4), except that during his or her final semester or quarter of a degree program, he or she may be enrolled in less than a full-time program of studies, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements;

(b) The individual may participate in limited on-court or on-field activities during practice (e.g., assist with drills, throwing batting practice) or competition (e.g., assist with warm-up activities) involving student-athletes on a regular basis;

(c) The individual shall not provide instruction to student-athletes;

(d) The individual shall not participate in countable athletically related activities (e.g., practice player) except as permitted in Bylaw 11.01.7-(b); and

(e) **In baseball, the individual shall forfeit any remaining eligibility in the sport at the institution at which the individual serves as a manager.**

By signing this document, I understand the rules and regulations that come with along with the responsibilities as stated above.

__________________________________________  __________
Signature  Date

__________________________________________  __________
Compliance Approval Signature  Date

Hours of Approval: __________

Attachment P-5  BC Compliance 07/16
BOSTON COLLEGE COUNTABLE NON-RECRUITING COACH AGREEMENT

Sport: ______________________  Semester: ______________________

<table>
<thead>
<tr>
<th>Name of Countable, Non-Recruiting Coach</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>City, State, Zip, Country</td>
<td>Academic Term(s) as Coach</td>
</tr>
</tbody>
</table>

A **Countable, Non-Recruiting Coach** is a coach who fits within the countable coach limitations of Bylaw 11.7.6 for their sport, but who will not be performing any recruiting functions.

Because a countable, non-recruiting coach will not be performing any recruiting functions they will not be required to submit recruiting logs on a monthly basis. These include the Contact/Evaluation logs and Telephone Report logs. Additionally, a countable, non-recruiting coach may be exempt from taking the annual NCAA Recruiting Exam as long as the Sport Administrator has given their approval.

**COUNTABLE, NON-RECRUITING COACH ACCEPTANCE**

My signature below indicates that I agree and understand the following parameters in agreeing to serve as a countable, non-recruiting coach:

- I agree to abide by all the rules and regulations of the NCAA, Atlantic Coast Conference, Boston College, the Boston College Athletics Department, as well as individual team rules and regulations.
- I agree that I fit the description of a countable, non-recruiting coach and if that status changes at any time I will immediately notify the compliance office.
- My signature below affirms that I have read the above information and understand my obligations as a volunteer coach. I understand, per NCAA rules, I am prohibited from:
  - Calling and texting prospective student-athletes*
  - E-Mailing or Instant Messaging a prospective student-athlete*
  - Evaluating prospective student-athlete off campus
  - Contacting a prospective student-athlete in person, off-campus

  *You are permitted to make telephone calls to a PSA in conjunction with the PSA’s official visit to Boston College and you may also make telephone calls regarding institutional camp or clinic logistics. Additionally, after a PSA has signed an NLI or a Financial Aid Agreement, or after the PSA has put down a financial deposit in response to the institution’s offer of admission, you may have open contact with that PSA through phone calls, text messages, emails or other electronic-based messaging systems.

- In the event that I become aware of, or have reasonable cause to believe, that a violation has occurred involving NCAA, Atlantic Coast Conference and/or University rules, policies or procedures, I agree to report it promptly to the Compliance Office.

<table>
<thead>
<tr>
<th>Signature of Countable, Non-Recruiting Coach</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Head Coach</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of the Sport Administrator</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Compliance Office</td>
<td>Date</td>
</tr>
</tbody>
</table>
PLAYING AND PRACTICE SEASON DECLARATION FORM

A COMPETITION SCHEDULE MUST ALSO BE ATTACHED.

Sport: ___________________________  Head Coach: ___________________________

TEAM SPORTS  A maximum of 132 days (except basketball and football)
A 132-day consecutive-day season, which may be divided into two consecutive segments and which may
exclude only the time between these segments, required off days per NCAA Bylaw 17.1.5.4 and official
vacation, holiday and final examination periods during which no practice or competition shall occur:

Championship:  From: _______________ to _______________ (______ days)
Non-Championship:  From: _______________ to _______________ (______ days)
Days-off (Vacation period/break in segment):  From: _______________ to _______________ (______ days)
From: _______________ to _______________ (______ days)

INDIVIDUAL SPORTS  A maximum of 144 days
A 144-day consecutive-day season, which may be divided into two consecutive segments and which may
exclude only the time between these segments, required off days per NCAA Bylaw 17.1.5.4 and official
vacation, holiday and final examination periods during which no practice or competition shall occur:

Championship:  From: _______________ to _______________ (______ days)
Non-Championship:  From: _______________ to _______________ (______ days)
Days-off (Vacation period/break in segment):  From: _______________ to _______________ (______ days)
From: _______________ to _______________ (______ days)

TRACK& FIELD/WOMEN’S ROWING  A maximum of 156 days
A 156-day consecutive-day season, which may be divided into two consecutive segments and which may
exclude only the time between these segments, required off days per NCAA Bylaw 17.1.5.4 and official
vacation, holiday and final examination periods during which no practice or competition shall occur:

Championship:  From: _______________ to _______________ (______ days)
Non-Championship:  From: _______________ to _______________ (______ days)
Days-off (Vacation period/break in segment):  From: _______________ to _______________ (______ days)
From: _______________ to _______________ (______ days)

OUTSIDE COMPETITION

Total Number of countable contests (per Bylaw 17.02.3)  ______  NCAA minimum:  ______
(MBA, MBB, WBB, WFH, MFB, MIH, WII, MSO, WSO, and WSB)  NCAA maximum:  ______

Total Dates of countable competition (per Bylaw 17.02.5)  ______  NCAA minimum:  ______
(CC, FE, GO, WLX, WRO, SK, SW, MTE, WTE, TR, and WVB)  NCAA maximum:  ______

Date of first championship segment competition:

Date of first non-championship segment competition:

Date(s) of season ending conference championship:  (if applicable)

Name of person responsible for completing CARA Forms:

Designation of week (championship segment)  _____________ to _____________

Designation of week (non-championship segment)  _____________ to _____________

My signature below attests that the information provided above is complete and accurate. In the event that any of
the information changes, or I wish to make a change in the declared playing/practice season for this sport program,
I must complete and sign an updated Playing Season Declaration Form prior to instituting any such changes.

Head Coach’s Signature: ___________________________  Date: ___________

Compliance Approval: ___________________________  Date: ___________

Attachment P-7  BC Compliance Office 07/16
V. **Financial Aid**

1. Initial Athletics Grant-in-Aid Offers to Prospective Student-Athletes  
2. Renewing Athletics Grant-in-Aid for Continuing Student-Athletes  
3. Voluntary Withdrawal of Athletically Related Grant-in-aid for Continuing Student-Athletes  
4. Student Athletic Financial Aid Appeal Process  
5. Early Financial Aid Read Process  

**ATTACHMENTS**

- F-1 Request for Initial Athletics Grant-in-Aid
- F-2 Athletics Grant-in-Aid Letter
- F-3 Athletics Grant-in-Aid Non-Renewal Letter
- F-4 Athletics Grant-in-Aid Release Form (Voluntary Withdrawal from Team)
- F-5 2016-2017 Early Financial Aid Application for HS Seniors
- F-6 2016-2017 Early Financial Aid Application for HS Juniors
Initial Athletics Grant-in-Aid Offers
To Prospective Student-Athletes

POLICIES

• Athletics grants-in-aid can be offered at the coach’s discretion. If a coach chooses to issue yearly contracts, the contract may state that it is Boston College’s normal practice (philosophy) to renew grants-in-aid each year at the request or recommendation from the athletic department as long as the student-athlete meets all conditions of the award letter and other institutional rules and guidelines.
• Athletics grants-in-aid can only be offered to prospective student-athletes who are officially registered with the NCAA Eligibility Center.
• If a prospective student-athlete is signing a National Letter of Intent, an athletics grant-in-aid must accompany the National Letter of Intent.
• Athletics grants-in-aid cannot be sent to a prospective student-athlete until the Admissions Office has deemed the prospective student-athlete as admissible.

PROCEDURES

1. Coaches must submit a completed and accurate Request for Initial Athletics Grant-In-Aid Form (Attachment F-1) along with a Roster Flag/De-Flag Form (Attachment E-1) three (3) weeks prior to a signing date.
2. Both the Business and Compliance Offices will work together to review and approve the request according to budget and NCAA limitations.
3. The Compliance Office will notify Admissions of the request.
4. All high school and college transcripts must be submitted to the Compliance Office for a NCAA Eligibility Center projection to be determined. NO athletics grant-in-aid offers will be made without this projection.
5. The Compliance Office will produce a packet which will include two (2) copies of the Athletics Grant-in-Aid Letter including the Terms and Conditions of this Athletics Grant-in-Aid (Attachment F-2), and the National Letter of Intent.
6. The Compliance Office will have the athletics grant-in-aid and National Letter of Intent signed by the sport supervisor and the Financial Aid liaison.
7. The Compliance Office will have the head coach check the packet for accuracy. Then the head coach will sign the grant-in-aid.
8. The Compliance Office will then review the entire packet. Then the Compliance Office will send the packet out to the prospective student-athlete via express mail, regular mail, and/or email. If sent by express mail, it is not permissible to include any additional materials in the package.
Renewing/Nonrenewing Athletics Grants-in-Aid
For Continuing Student-Athletes

RENEWAL PROCEDURES

1. The grant-in-aid renewal list will be sent to all coaches in March by the Compliance Office. The list will be the complete roster of current student-athletes and the projected prospective student-athletes enrolling in the next full time term. The list will include the student’s Eagle number, year in school, and the athletic aid amount he/she is receiving in the current academic year.

2. Coaches need to fill in the renewal amount and source for the next academic year in the far column on the grant-in-aid renewal list for each student-athlete. All grant-in-aid renewal lists are due to the Compliance Office by April 1. If the coach would like to award a multi-year contract, information for all years must be completed.
   a. Graduating seniors or student-athletes not returning need to be crossed off the list. (Roster Flag/De-Flag Form must be submitted to the Compliance Office for a student-athlete who has quit or left the team.)

3. Any changes made to scholarships, such as increases, must be approved by the Compliance Office, Business Office and the team’s program administrator. Forms without required signatures will not be processed. The renewal of an athletics grant-in-aid award must be made before July 1 prior to the academic year it is to be effective.
   a. Changes made after July 1st must have also have approval from the Director of Athletics.

4. Coaches should make and keep a copy of the completed Grant-in-Aid Renewal List for their records.

5. Athletics Grant-in-Aid Renewal Sample Letter, including the Terms and Conditions of this Athletics Grant-in-Aid (Attachment F-2), will be generated by the Compliance Office in April. Two letters will be generated for each student-athlete. The Compliance Office will have all letters signed by the sport supervisor and Financial Aid liaison.

6. All renewal letters will be given to a coach in May. It is the coach’s responsibility to review the letters for accuracy, sign both copies of the letters, and have the letters signed by the student-athletes prior to their departure from campus for the summer.

7. The student-athlete keeps one copy of the letter for his/her files. The remaining copy signed by the student-athlete must be returned to the Compliance Office and filed in the student-athlete’s folder. Letters must be returned to the Compliance Office together, not one by one.

NONRENEWAL/REDUCTION PROCEDURES

1. On the grant-in-aid renewal list that is sent to all coaches in March by the Compliance Office, if a coach would like to cancel a grant-in-aid, the coach must indicate “Nonrenewal” or the amount the scholarship is to be reduced to.

2. Athletics grants-in-aid cannot be cancelled or reduced on the basis of a student-athlete’s ability, performance, or contribution to a team’s success.
   a. All cancellations and reductions must be approved by the Director of Athletics.

3. Student-athletes that have exhausted their eligibility or are graduating do not need to be listed as “Non-Renewal.”

4. Athletics Grant-in-Aid Non-Renewal Sample Letter (Attachment F-3) will be generated by Student Services.

5. All letters will be mailed out prior to July 1 of the upcoming academic year.
Voluntary Withdrawal of Athletically Related Grant-in-Aid for Continuing Student-Athletes

POLICIES

• NCAA rules allow athletic aid to be immediately cancelled if a student-athlete voluntarily leaves a team.
  o It is not mandatory that the aid be cancelled.
• Should a coach want to immediately cancel a student-athlete’s athletic grant-in-aid, he/she must first consult with a program administrator and Director of Athletics, then notify the Compliance Office of the request.
• The coach is responsible for notifying the student-athlete if a scholarship is being cancelled and/or prorated.

PROCEDURES

1. A student-athlete that voluntarily withdraws his/her athletics grant-in-aid needs to complete an Athletics Grant-in-Aid Release Form (Voluntary Withdrawal from Team) (Attachment F-4) with a member of the Compliance Office. This will safeguard the coach and the program in the case of a possible appeal.
2. By signing this form, a student-athlete acknowledges that it was his/her choice to voluntarily leave the team and acknowledges that he/she understands his or her athletic grant-in-aid may be cancelled immediately.
3. The Compliance Office will obtain the signatures of the head coach and the Athletics Director.
4. The Compliance Office will work with Financial Aid to send out the cancellation letter to the student-athlete.
5. A student-athlete has ten (10) days from date of issuance to request an appeal.
Student Athletic Financial Aid Appeal Process

A student-athlete who wishes to appeal any decisions concerning his or her athletically-related financial aid MUST submit a written request that includes the following:

1. Student’s name, ID number, year in school, sport;
2. Type and amount of all previous financial aid;
3. Reasons for believing that the decision was improper, including names of institutional staff members (e.g., coach, Student Services officer, etc.) with whom the student has discussed the aid; and
4. Copies of any relevant documents (e.g., letter regarding initial athletics award).

The student must submit these materials to Jenna Brown, Senior Assistant Director of Financial Aid, within ten business days of the issuance of the cancellation or reduction notification. The appeal is reviewed by the Appeals Committee and its decision is final. There is no appeal beyond the Appeals Committee. A written response to the appeal will be sent to the student within ten business days after the appeal has been heard.

COMMITTEE:

The Appeals Committee consists of three administrators who are chosen from a pool of individuals identified by the Senior Assistant Director of Financial Aid. The chairperson for each hearing is designated by the Senior Assistant Director of Financial Aid. None of the committee members report to the Athletics Department.

PROCEDURES:

1. The student submits the appeal in writing to the Senior Assistant Director of Financial Aid within ten business days of the issuance of the cancellation or reduction notification.
2. The appeal must include the four items listed above.
3. A hearing is then scheduled within ten business days of receipt of the appeal. The actual date of the hearing may be outside of the ten business day window but it will generally be scheduled within ten business days of receipt of the appeal.
4. The student and appropriate member(s) of the Athletic Department are notified of the time and place.
5. If the student has additional documentation to submit to the Appeals Committee, it should be submitted at least two business days prior to the hearing.
6. If the Athletics representatives have written information to present, it must be submitted to the Appeals Committee at least two business days prior to the hearing.
7. Each side presents its arguments to the committee. Both parties are entitled to bring witnesses to the hearing. These witnesses should be able to speak to the facts that they witnessed.
8. Consistent with the University’s Student Conduct process, attorneys may be present and serve as an advisor only in instances in which the termination of the athletic aid is related to a criminal matter where the student has been arrested or has a complaint filed against him or her and the matter has not yet been concluded in court. Students may bring an advisor, but the role of advisors, including attorneys, is limited. He or she is not entitled to address the Appeals Committee or act in any advocacy capacity at the hearing. The student and advisor can confer at any point during the hearing, but the advisor may not formulate specific questions, responses, or statements for the student. Violations of the guidelines would result in a warning being issued to the advisor by the Appeals Committee. Repeated violations may result in the advisor being asked to leave the hearing room. The Appeal Committee reserves the rights to have an attorney serve as its advisor in appeals in which the student brings an attorney-advisor.
9. Both sides will provide a list of all individuals attending the hearing to the Appeal Committee at least two business days prior to the hearing. Individuals not disclosed to the Appeal Committee will not be permitted to attend the hearing.
10. If either party has substantive evidence as to why a specific person should not be part of the committee hearing the case, either of these parties will be given an opportunity to present this information to the chair of the committee at the start of the hearing. If the chair deems that there is
substantive evidence, the committee member in question will be excused and another member will be substituted. The decision of the chair is final.

**ACTION:**

If the Appeals Committee determines that the decision was not a violation of any NCAA rules/regulations or institutional policy and no extenuating circumstances are present, the appeal is denied. If the Appeals Committee determines that the decision was in violation of any NCAA rules/regulations or institutional policy, the appeal is approved. The original athletically-related financial aid award is made available to the student-athlete as soon as possible. In some cases, a work commitment to Athletics may be required to fulfill the terms of the scholarship contract. In any case, the chair of the Appeals Committee notifies the student and other appropriate parties in writing within ten business days after the hearing.
Early Financial Aid Read Process

PROCEDURES

1. The Early Financial Aid Read process is used for the recruitment of high school seniors. Prospective freshmen receive their financial aid awards in late January (for early action admits) and late March through April (for regular decision admits), so the early read process provides an earlier estimate of what need-based aid (grants, loans and work study) the prospective student-athlete may expect from Boston College. **Early read awards are estimated.** The accuracy of the early read is affected by the accuracy of the information provided by the family. While the early reads are usually a good indicator of a prospective student-athlete’s financial aid, the final award may be adjusted if a prospective student-athlete’s information changes, and that needs to be relayed to a prospective student-athlete by a coach.

2. Early reads are accepted June 15, 2015 to March 12, 2016 for prospective students entering university the subsequent academic year. A student must be deemed admissible before submitting an early read; reads in January should have started an application with Admissions. After March 14, Student Services sends awards directly to students so an early read is no longer necessary.

3. Coaches must submit the [Early Financial Aid Read Checklist](Attachment F-5) or [Attachment F-6] and the application materials listed on the checklist to the Assistant Director – Compliance & Recruiting.

   Before submitting the Early Read, review the student’s checklist to make sure it has been completed. Incomplete applications can cause delays in review.

4. The Assistant Director – Compliance & Recruiting will forward the materials to Student Services and will serve as the liaison between the coach and Student Services. The estimated timeframe once the complete application is received by Student Services is as follows:

<table>
<thead>
<tr>
<th>Turnaround after complete read received by Financial Aid</th>
<th>Limit of 20 Early Reads are accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15 – Aug 14</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Sept 11 – Jan 15</td>
<td>1 week</td>
</tr>
<tr>
<td>Jan 16 – Mar 11</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

   (From August 15 – Sept. 11, reads can be submitted but due to the opening of school, they may not be ready until reads resume in mid-September.)

**NOTE:** The Office of Student Services remains committed to providing the best data possible to allow the athletic staff to do their jobs. However, the athletic staff must keep in mind that the Office of Student Services may not be able to provide all requested data due to confidentiality issues, lack of information and/or time constraints.

Information shared by the Office of Student Services is confidential in nature. **This information is only an estimate and questions about financial aid packages should be directed to the Office of Student Services.**
Request for Initial Athletics Grant-in-aid

Accurately complete and submit this form in full to request an Athletics Grant-In-Aid and/or National Letter of Intent packet to be created and sent to a prospect. Be sure to select the term (single year or multiyear) and the amount(s).

Sport: ___________________________  BC Class Yr: ________

Scholarship Only ☐  OR  Scholarship and National Letter of Intent (NLI) ☐

Prospect’s Information:

First Name: ___________________________  Last Name: ___________________________

Street Address (no PO Boxes): ____________________________________________

City: ___________________________  State: _______  Zip: ___________________________

Country: ___________________________  EC ID: ___________________________

Period of Award:

☐ Single Year Contract:

☐ Full Year:  Total Amount to Award: ___________________________

☐ Fall Semester Only:  Total Amount to Award: ___________________________

☐ Spring Semester Only:  Total Amount to Award: ___________________________

☐ Multi-Year Contract:

☐ Academic Year: ___________________________  Amount: ___________________________

☐ Academic Year: ___________________________  Amount: ___________________________

☐ Academic Year: ___________________________  Amount: ___________________________

☐ Academic Year: ___________________________  Amount: ___________________________

Funding Source:

☐ Athletics Allocation and/or

☐ (MGO Only) Endowed Allocation: ___________________________  ($ Amount)

☐ (Fund Name) ___________________________  ($ Amount)

Head Coach’s Signature: ___________________________  Date: ___________________________

FOR OFFICE USE ONLY

Date Received: ___________________________  Date Issued: ___________________________

Compliance Office Approval: ___________________________  Date: ___________________________

Admissible:  ☐ Yes  ☐ No  ☐ Pending  ☐ Registered with NCAA EC  ☐ NCAA EC Projection Completed

Business Office Approval: ___________________________  Date: ___________________________

Sport Administrator Approval: ___________________________  Date: ___________________________

Attachment F-1  BC Compliance Office 07/16
July 25, 2016

Dear «First_Name»,

We are pleased to inform you that on the recommendation of the Department of Athletics, you have been awarded an athletic grant-in-aid for the following academic year(s):

«Sport»:
- «Year_1»: «Year_1_Amount»
- «Year_2»: «Year_2_Amount»
- «Year_3»: «Year_3_Amount»
- «Year_4»: «Year_4_Amount»

This athletic grant-in-aid will be predicated on your admission to Boston College (if you have not been admitted already), your acceptance of the terms and conditions of this agreement, and your participation in the sport of «Sport». The athletic grant-in-aid will be applied toward the cost of tuition, fees, room, board, books, miscellaneous expenses and travel allowance, if applicable, up to the cost of attendance.

NCAA bylaws restrict the total amount of financial aid a student-athlete can receive. By signing this contract, you acknowledge that you understand that you must immediately notify the Office of Student Services and the Compliance Office if you receive scholarships or financial assistance from sources (institutional or outside agencies) other than persons upon whom you are naturally or legally dependent. If the combination of all your grants and scholarships exceed either your individual limit and/or team limit as designated by the NCAA, Boston College may be required to reduce your athletic grant-in-aid and/or reduce your institutional grants and/or you may have to return any outside awards to the awarding agency to accommodate for the overage. If at any point during your athletic tenure at Boston College a financial aid package outside of athletic control becomes available that is equal to, or exceeds the value of athletic aid awarded, you reserve the right to decline your athletic aid to receive the greater awarded financial package in the current academic year. Accepting a financial aid package outside of athletic control does not make your current agreement null and void as long as the award is received in accordance with NCAA, Atlantic Coast Conference and Boston College rules and regulations. This athletic grant-in-aid applies to only the academic year(s) indicated above. This athletic grant-in-aid letter makes all previous agreements void.

Lastly, all athletic grant-in-aid recipients should be aware that in some circumstances, scholarship funds may be considered taxable income to the recipient. It is ultimately your responsibility to determine any tax liability.

Please inform us of your decision to accept this award by signing these documents (over) and returning one copy to the Athletics Compliance Office within fourteen (14) days. Keep the other copy for your records. Thank you.

Sincerely,

«Head_Coach»
Head Coach, «Sport»

Hilary Ferrie
Assistant Director, Financial Aid, Office of Student Services
NCAA rules require that Boston College notify you in writing by July 1 following the final academic year of this agreement whether or not your athletic grant-in-aid will be renewed for future year(s). Boston College is permitted to renew the athletic grant-in-aid if you remain eligible in accordance with NCAA, Atlantic Coast Conference and Boston College rules and regulations.

If you graduated in a previous academic year (e.g., 5th years) and will exhaust your athletic eligibility prior to the start of the spring semester, this athletic grant-in-aid will only be renewed for the spring semester at the discretion of the institution. Further, if you fail or withdraw from a course after completing your eligibility, the Athletic Department reserves the right to charge you for the cost of tuition of the dropped/failed course.

NCAA rules restrict the total amount of an athletic grant-in-aid to the value of tuition, fees, room (based on the standard double room rate), board, books, miscellaneous expenses and travel allowance, if applicable, up to the cost of attendance. All student-athletes on a full athletic grant-in-aid must reside in institutional housing, unless otherwise approved by the Director of Athletics. In the event you are approved to live off-campus you will receive the equivalent of the average room cost of all students living on-campus as determined by the Office of Student Services. Under certain circumstances, the Athletic Department may permit you to live in a single room for a portion of the year without paying the difference. In this case, the Athletic Department may request that you change your housing during the academic year in order to fulfill the double rate requirement. If you fail to move upon request, you may be charged the additional cost for the room.

Your athletic grant-in-aid will not be decreased or cancelled during the period of the award on the basis of your athletic ability, performance or contribution to your team’s success or because of an injury, illness, or physical or mental medical condition that prevents you from participating in athletics or for any other reason based on athletics. If, while participating in a team activity, you incur an injury that permanently prevents you from participating in intercollegiate athletics, it is the policy of Boston College to honor an athletic grant-in-aid annually so long as you continue to pursue an initial undergraduate degree, abide by the terms and conditions of this Agreement, and meet the terms and conditions established by Boston College outlined in an addendum for medical non-counters. Boston College reserves the right to require documentation in the event that you withdraw from athletic participation due to a medical condition.

This grant **MAY** be immediately reduced or cancelled during the term of this award if:

a. You become ineligible for intercollegiate competition;

b. You give false information on your application, National Letter of Intent or financial aid agreement;

c. You engage in misconduct that brings disciplinary action from Boston College;

d. You voluntarily withdraw from the sport for personal reasons;

e. You violate team rules and regulations or department rules and regulations, as written in the Student-Athlete Handbook; or

f. In the event that financial aid outside of athletics exceeds the athletic award amount, you reserve the right to have the athletic award reduced or cancelled.

g. If you graduate at the conclusion of the fall semester and have exhausted your eligibility.

This grant **MUST** be reduced or cancelled during the term of this award if:

a. You sign a professional sports contract for this sport (except as provided in Bylaw 15.3.1.4);

b. You accept money for playing in an athletic contest in an amount that causes you to exceed the amount of actual and necessary expenses associated with the athletic contest; or

c. You receive other aid that causes you to exceed your individual limit.

**[NOTE: A student-athlete who signs a professional sports contract, accepts money for playing in an athletic contest or agrees to be represented by an agent jeopardizes eligibility under NCAA amateurism guidelines.]**

Boston College’s rules and regulations provide that, as part of active participation in its intercollegiate athletic program, you must comply at all times with all applicable laws as well as all institution and NCAA rules and regulations concerning the use of unlawful substances and/or substances that have the potential for abuse and/or are hazardous to health as determined by the medical advisors of the institution. Boston College policy will include testing designed to detect the presence of such substances. As a condition of this award, you agree to comply with all such laws, rules and regulations to participate fully in any testing program.

**ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS ATHLETIC GRANT-IN-AID**

My signature indicates that I have read, understand and accept the terms and conditions listed above regarding my athletics grant-in-aid.

(Student-Athlete signature) (Date) (Parent signature if S/A under 18yrs.) (Date)
Dear [Name]:

In accordance with NCAA Bylaw 15.3.5, Boston College is required to notify you that your athletic grant-in-aid in the sport of [Sport] will not be renewed for the [200x-200x] academic year. This non-renewal of aid is in accordance with NCAA Bylaws, as well as conference and institutional policy.

You have the right to request, and shall be given the opportunity for, a hearing before a committee chaired by the Director Financial Aid Associate if you feel this award was not renewed for questionable reasons. All initial inquiries concerning the non-renewal of aid should be directed to your head coach first. If you are still interested in arranging a hearing, you should contact the Senior Financial Aid Associate in the Office of Student Services, who will help expedite the arrangements for the hearing.

If you do not respond to this letter, either in writing, by phone, or in person within ten (10) days from the date of issuance, it will be assumed that the information stated above is correct and you understand you will not receive your athletic scholarship. If you have any questions, please do not hesitate to call the Boston College Athletics Department or the Office of Student Services.

Sincerely,

Mary McGranahan
Director, Financial Aid
Office of Student Services

cc: Student File
    Head Coach – [Name]
Athletics Grant-in-Aid Release Form
Voluntary Withdrawal from Team

I, ______________________, hereby voluntarily have left the ______________________ team at Boston College.

I understand that the athletically related scholarship I am receiving will be cancelled effective _______________. I understand that the cancellation of my athletically related scholarship is consistent with NCAA Bylaw 15.3.4 as well as the terms and conditions stated on the Boston College Athletic Grant-in-Aid letter previously awarded to and signed by me.

Permanent Address: _______________________________________________________

Street

City      State/ Country  Zip Code

Reason for withdrawal: _____________________________________________________

______________________________________________________

Student-Athlete Name (printed)              Eagle ID

Student-Athlete Signature                   Date

Compliance Signature                       Date

Head Coach Signature                       Date

Sport Supervisor Signature                 Date

cc: Student-athlete
Financial Aid Office
Student-athlete file

Attachment F-4                                BC Compliance Office 07/16
EARLY FINANCIAL AID APPLICATION

THIS FORM IS FOR:  high school seniors
                     college transfers (starting fall 2017 or spring 2018)

COMPLETING THIS APPLICATION DURING:  June 2016 – March 2017

Student’s Name:  __________________________________________  Sport:  __________________________________________
BC starting term (check one):  ___ Fall 2017  ___ Spring 2018
Student will be entering BC as a (check one):  ___ first-semester freshman   ___ transfer

Complete this checklist and submit it and all forms to your potential coach at Boston College. Please do not skip items or leave blanks as that can delay your read.

✓ Check if included:

☐ CSS Profile form  Before Oct. 2016:  Complete the 2017-2018CSS Profile Early Application (paper form)
After Oct. 1, 2016:  Complete the Profile online at https://profileonline.collegeboard.com
and submit a hard copy.

IMPORTANT:  You will be asked to provide your 2015 income.

☐ Tax return  2015 student and parent federal tax returns, including all schedules.  A student return is not needed if s/he was not required to file.

☐ W-2 forms  2015 parent W-2 forms.

Business Information
Does the student or parent(s) own 1% or more of a business or farm? Check one:  ☐yes  ☐no
If yes, include:  ☐ 2017-2018 Business/Farm Supplement
                ☐ 2015 business or farm federal tax return, with all schedules and student/parent K-1 form(s) attached

Noncustodial parent information
If the student’s parents never married, are divorced, or separated, the following are required from the noncustodial parent:

☐ 2017-2018 Noncustodial Parent’s Statement form
☐ Noncustodial parent’s tax forms and W-2 forms (as described above)
Does the noncustodial parent own 1% or more of a business or farm? Check one:  ☐yes  ☐no
If answer is yes, submit items listed under “Business Information.”

This application is to provide an early estimate of financial aid.  Actual financial aid awards will be based on 2015 tax data and updated CSS Profile and FAFSA information, so any financial aid at this time can only be an estimate.  I understand that I am responsible for submitting all applicable information from the list above and that if any information is not included or forms are incomplete, this may cause the early aid estimate to differ from my actual financial aid award.  For an actual financial aid award, I will need to complete the formal financial aid application process before enrolling, which will be detailed on the Office of Student Services website.

___________________________  ____  ____  ____  ______________________
Student Signature         Date          Custodial Parent Signature         Date

2016-2017 acad yr
Section A—Student’s Information

1. Student’s name

2. Student’s permanent mailing address (Mail may be sent to this address.)

3. Student’s preferred telephone number

4. Title (optional)
   □ Mr.  □ Miss, Ms., or Mrs.

5. Student’s date of birth

6. Student’s Social Security Number

7. What will be the student’s year in school during 2017-18?
   (Check only one box.)
   □ first year (never previously attended college)
   □ first year (previously attended college)
   □ second year
   □ third year
   □ fourth year
   □ fifth-year or more undergraduate
   □ first-year graduate/professional (beyond a bachelor’s degree)
   □ second-year graduate/professional
   □ third-year graduate/professional
   □ fourth-year or more graduate/professional

8. What is the student’s current marital status?
   (Check only one box.)
   □ unmarried (single, divorced, widowed)
   □ married/remarried
   □ separated

9. Are both of the student’s parents deceased, or is the student (or was the student until age 18) a ward of the court?
   □ Yes  □ No

10. Does the student have legal dependents (other than a spouse) that fit the definition in the instructions?
    □ Yes  □ No

11. How many people are in the student’s household?
    Always include the student (and spouse if currently married). List their names and give information about them in Section M. See instructions.

12. Of the number in 11, how many will be college students enrolled at least half-time between July 1, 2017, and June 30, 2018?

13. What is the student’s state of legal residence?

14. What is the student’s citizenship status?
    a. □ U.S. citizen (Skip to Question 15.)
       □ Eligible noncitizen — see instructions (Skip to Question 15.)
       □ Neither of the above (Answer “b” and “c” below.)
    b. Country of citizenship:

    c. Visa classification:
       □ F1  □ F2  □ J1  □ J2
       □ G1  □ G2  □ G3  □ G4

15. What is the student’s email address?

Section B—Student’s 2015 Income and Benefits

16. The following 2015 U.S. income tax return figures are
    (Check only one box.)
    □ estimated. Will file IRS Form 1040EZ or 1040A. Go to 17.
    □ estimated. Will file IRS Form 1040. Go to 17.
    □ from a completed IRS Form 1040EZ or 1040A. Go to 17.
    □ from a completed IRS Form 1040. Go to 17.
    □ a tax return will not be filed. Skip to 21.
### Section B—Student's Income

17. 2015 total number of exemptions (2015 IRS Form 1040, line 6d or 1040A, line 6d. For 1040EZ, see instructions.)

18. 2015 adjusted gross income (2015 IRS Form 1040, line 37 or 1040A, line 21 or 1040EZ, line 4)

19. a. 2015 U.S. income tax paid (2015 IRS Form 1040, line 56 or 1040A, line 37 or 1040EZ, line 10)

   b. 2015 education credits—Hope and Lifetime Learning (2015 IRS Form 1040, line 50 or 1040A, line 33)


21. 2015 income earned from work by student

22. 2015 income earned from work by student's spouse (if married)

23. 2015 dividend and interest income

24. At any time during 2015 did you receive benefits from any of the following federal benefits programs:
   - SSI
   - Food stamps, free or reduced lunch
   - TANF
   - WIC?

25. 2015 untaxed income and benefits (Give total amount for year.)
   - a. Social security benefits (Untaxed portion only, see instructions.)
   - b. Temporary Assistance to Needy Families (TANF)
   - c. Child support received for all children
   - d. Earned Income Credit (2015 IRS Form 1040, line 66a or 1040A, line 42a or 1040EZ, line 8a)
   - e. Other (Write total from instructions worksheet, page 3.)

26. 2015 earnings from Federal Work-Study or other need-based work programs plus any grant, fellowship, scholarship and assistantship aid to be reported to the IRS in your adjusted gross income. Include AmeriCorps benefits. (See instructions.)

### Section C—Student's Assets

Include trust accounts only in Section D.

27. Cash, savings and checking accounts (as of today)

28. Total value of noneducation IRA, Keogh, 401(k), 403(b), etc. accounts as of Dec. 31, 2015

29. Investments (including Uniform Gifts to Minors—see instructions)
   - What is the current market value?
   - What is owed on them?

30. a. Business and farm
   - $ [ ] [ ] [ ] .00
   - $ [ ] [ ] [ ] .00

   b. If you own a business, does it employ more than 100 full-time or full-time equivalent employees?

   c. If you own a farm, is the student living on the farm?

31. Home (Renters write in '01)
   - What is the current market value?
   - What is owed on it?

32. Other real estate
   - $ [ ] [ ] [ ] .00
   - $ [ ] [ ] [ ] .00

33. If student owns home, give
   - a. year purchased
   - b. purchase price
   - $ [ ] [ ] [ ] .00

### Section D—Student's Trust Information

34. a. Total value of all trust(s) to which the student is a beneficiary
   - $ [ ] [ ] [ ] .00

   b. Is any income or part of the principal currently available?

   c. Who established the trust(s)?

   □ Yes  □ No
   □ Student's parents
   □ Other

### Section E—Student's 2015 Expenses

35. 2015 child support the student paid because of divorce or separation or as the result of a legal requirement
   - $ [ ] [ ] [ ] .00

36. 2015 medical and dental expenses not covered by insurance (See instructions)
   - $ [ ] [ ] [ ] .00
Section F—Student's Expected Summer/School-Year Resources for 2017-2018

37. a. Is the student a veteran of the U.S. Armed Forces or currently serving on active duty in the U.S. Armed Forces for purposes other than training? □ Yes □ No

c. Other taxable income

d. Untaxed income and benefits

e. Grants, scholarships, fellowships, etc., including AmeriCorps benefits from sources other than the colleges or universities to which the student is applying (List sources in Section G.)

38. Student's (and spouse's, if married) resources (Don't enter monthly amounts.)

a. Student's wages, salaries, tips, etc.

b. Spouse's wages, salaries, tips, etc. (Leave blank if unmarried)

c. Other taxable income

d. Untaxed income and benefits

39. How many people are in your parents' household? Always include the student and parents. List their names and give information about them in Section M. (See instructions.)

40. Of the number in 39, how many will be college students enrolled at least half-time between July 1, 2017 and June 30, 2018? Do not include parents. Include the student.

41. a. What is the current marital status of your parents? (Check only one box.)

□ married or in a domestic partnership
□ divorced or no longer in a domestic partnership
□ remarried
□ never married
□ separated
□ widowed

b. If your parent has remarried, enter date of remarriage

Complete the worksheet on page 5 of the instructions that will tell you whether or not parents' information is required.

Section G—Parent's Household Information

See page 5 of the instructions.

42. What is your parents' state of legal residence?

43. What is your parents' preferred email address?
Section H—Parents’ Expenses

44. Child support your parents paid because of divorce or separation or as the result of a legal requirement
   
   2015: $  
   Expected 2016: $  

45. Repayment of parents’ educational loans (See instructions.)
   
   2015: $  
   Expected 2016: $  

46. Medical and dental expenses not covered by insurance (See instructions.)
   
   2015: $  
   Expected 2016: $  

47. Total elementary, junior high and high school tuition paid for dependent children

   a. Amount paid (Don’t include tuition paid for the student.)
      
      2015: $  
      Expected 2016: $  

   b. For how many dependent children? (Don’t include the student.)

Section I—Parents’ Assets

If parents own all or part of a business or farm, write in its name and the percent of ownership in Section Q.

48. Cash, savings and checking accounts (as of today)
   
   2015: $  
   Expected 2016: $  

49. Total value of parents’ assets held in the names of the student’s brothers and sisters who are under age 19 and not college students
   
   2015: $  
   Expected 2016: $  

50. a. Home
   (Renters write in "0." Skip to 50d.)
   
   What is the current market value?
   2015: $  
   Expected 2016: $  
   
   What is owed on it?
   2015: $  
   Expected 2016: $  

   b. Year purchased
   
   2015:  
   Expected 2016:  

   c. Home purchase price
   
   2015:  
   Expected 2016:  

   d. Monthly home mortgage or rental payment
   (If none, explain in Section Q)
   
   2015:  
   Expected 2016:  

51. Investments
   
   2015: $  
   Expected 2016: $  

52. a. Business
   
   2015: $  
   Expected 2016: $  

   b. Does your business employ more than 100 full-time or full-time equivalent employees?
   
   Yes  
   No  

53. a. Farm
   
   2015: $  
   Expected 2016: $  

   b. Does your family live on the farm?
   
   Yes  
   No  

54. a. Other real estate
   
   2015: $  
   Expected 2016: $  

   b. Year purchased
   
   2015:  
   Expected 2016:  

   c. Purchase price
   
   2015:  
   Expected 2016:  

Section J — Parents’ 2014 Income and Benefits

55. 2014 adjusted gross income (2014 IRS Form 1040, line 37 or 1040A, line 21 or 1040EZ, line 4)
   
   2014: $  

56. 2014 U.S. income tax paid (2014 IRS Form 1040, line 56 or 1040A, line 27 or 1040EZ, line 10)
   
   2014: $  

57. 2014 itemized deductions (2014 IRS Schedule A, line 29)
   
   2014: $  

58. 2014 untaxed income and benefits (Include the same types of income and benefits that are listed in 67a-1.)
   
   2014: $  

Section K — Parents’ 2015 Income and Benefits

59. The following 2015 U.S. income tax return figures are (Check only one box)

   □ estimated.
   Will file IRS Form 1040EZ or 1040A. Go to 60.

   □ estimated.
   Will file IRS Form 1040. Go to 60.

   □ from a completed IRS Form 1040EZ or 1040A. Go to 60.

   □ from a completed IRS Form 1040. Go to 60.

   □ a tax return will not be filed. Skip to 64.
60. 2015 total number of exemptions (2015 IRS Form 1040, line 6d or 1040A, line 6d. For 1040EZ, see instructions)

61. 2015 adjusted gross income (2015 IRS Form 1040, line 37 or 1040A, line 21 or 1040EZ, line 4)
   Breakdown of Income in 61
   a. Wages, salaries, tips (2015 IRS Form 1040, line 7 or 1040A, line 7 or 1040EZ, line 1) $_______ .00
   b. Interest income (2015 IRS Form 1040, line 8a or 1040A, line 8a or 1040EZ, line 2) $_______ .00
   c. Dividend income (2015 IRS Form 1040, line 9a or 1040A, line 9a) $_______ .00
   d. Net income (or loss) from business, farm, rents, royalties, partnerships, estates, trusts, etc. (2015 IRS Form 1040, lines 12, 17 and 18) If a loss, enter the amount in (parentheses). $_______ .00
   e. Other taxable income such as alimony received, capital gains (or losses), pensions, annuities, etc. (2015 IRS Form 1040, lines 10, 11, 13, 14, 15b, 16b, 18, 20b, and 21 or 1040A, lines 10, 11b, 12b, 13, and 14b or 1040EZ, line 3) $_______ .00
   f. Adjustments to income (2015 IRS Form 1040, line 36 or 1040A, line 20 — see instructions) $_______ .00

62. a. 2015 U.S. income tax paid (2015 IRS Form 1040, line 56 or 1040A, line 37 or 1040EZ, line 10) $_______ .00
   b. 2015 education credits — Hope and Lifetime Learning (2015 IRS Form 1040, line 50 or 1040A, line 33) $_______ .00

63. 2015 itemized deductions (2015 IRS Schedule A, line 29) $_______ .00

64. 2015 income earned from work by father/stepfather $_______ .00

65. 2015 income earned from work by mother/stepmother $_______ .00

66. At any time during 2015, did your parent(s) receive benefits from any of the following federal benefit programs: SSI, food stamps, free or reduced lunch, TANF, or WIC? □ Yes □ No

67. 2015 untaxed income and benefits (Give total amount for the year. Do not give monthly amounts.)
   a. Social security benefits received for all family members except the student (untaxed portion only) $_______ .00
   b. Temporary Assistance for Needy Families (TANF) $_______ .00
   c. Child support received for all children $_______ .00
   d. Deductible IRA and/or SEP, SIMPLE, or Keogh payments (See instructions.) $_______ .00
   e. Payments to tax-deferred pension and savings plans (See instructions.) $_______ .00
   f. Tuition and fees deduction (See instructions.) $_______ .00
   g. Amounts withheld from wages for dependent care and medical spending accounts $_______ .00
   h. Earned Income Credit (2015 IRS Form 1040, line 66a or 1040A, line 42a or 1040EZ, line 8a) $_______ .00
   i. Housing, food and other living allowances received by military, clergy and others (See instructions.) $_______ .00
   j. Tax-exempt interest income (2015 IRS Form 1040, line 8b or 1040A, line 8b) $_______ .00
   k. Foreign income exclusion (2015 IRS Form 2555, line 45 or Form 2555EZ, line 18) $_______ .00
   l. Other — write total from instructions worksheet, page 7 $_______ .00

Section L — Parents’ 2016 Expected Income and Benefits
If the expected total income and benefits will differ from the 2015 total income and benefits by 10 percent or more, explain in Section Q.

68. 2016 income to be earned from work by father/stepfather $_______ .00

69. 2016 income to be earned from work by mother/stepmother $_______ .00

70. 2016 other taxable income $_______ .00

71. 2016 untaxed income and benefits (See 67a+.) $_______ .00
Section M—Family Member Listing

Give information for all family members entered in questions 11 and 39. List up to seven family members in addition to the student. Failure to complete all columns could reduce your aid eligibility. Leave shaded sections blank.

<table>
<thead>
<tr>
<th>Full name of family member</th>
<th>Use codes from below</th>
<th>Age Required Use whole numbers</th>
<th>2017-18 school year</th>
<th>2018-19 school year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 You — the student applicant</td>
<td>Name of school or college</td>
<td>Year in school</td>
<td>Scholarships and grants</td>
<td>Parents' contributions</td>
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</tr>
</tbody>
</table>

Write in correct code from the instructions on page 8.

Section N—Parents' Information

(to be answered by the parent(s) completing this form)

73. Fill in one:

- Father
- Stepfather
- Legal guardian
- Other (Explain in Q)

a. Name
b. Date of Birth
   - Last
   - First

c. Occupation
d. Employer
   - No. of Years

e. Preferred daytime telephone

74. Fill in one:

- Mother
- Stepmother
- Legal guardian
- Other (Explain in Q)

a. Name
b. Date of Birth
   - Last
   - First

c. Occupation
d. Employer
   - No. of Years
e. Preferred daytime telephone

f. Retirement plans

- Social security
- Civil service/state
- Military
- Union/employer
- IRA/Keogh/tax-deferred
- Other

75. Total current value of tax-deferred retirement, pension, annuity and savings plans (IRA, Keogh, 401(k), 403(b), etc.)

$  .00
Section O—Information About Noncustodial Parent
(to be answered by the parent who completes this form if the student’s biological or adoptive parents are divorced, separated or were never married to each other)

75. a. Who last claimed the student as a tax exemption?  

b. How much does the noncustodial parent plan to contribute to the student’s education for the 2017-18 school year?

$ 

Year

Section P—Student’s Financial Aid Status

76. What will be the student’s 2017-2018 financial aid status?

☐ First-time applicant, entering student (including transfer students)

☐ Renewal applicant, continuing student

☐ First-time applicant, continuing student

Section Q—Explanations/Special Circumstances

Use this space to explain any unusual expenses such as high medical or dental expenses, educational and other debts, child care, elder care, or special circumstances. Also, give information for any outside scholarships you have been awarded. If more space is needed, use sheets of paper and attach them to this form. Please print.

Certification: All the information on this form is true and complete to the best of my knowledge. If asked, I agree to give proof of the information that I have given on this form. I realize that this proof may include a copy of my U.S., state or local income tax returns. I certify that all information is correct at this time, and that I will send timely notice to my colleges/programs of any significant change in family income or assets, financial situation, college plans of other children, or the receipt of other scholarships or grants.

Student’s signature

Student’s spouse’s signature

Father’s (stepfather’s) signature

Mother’s (stepmother’s) signature

Date completed:

Day  Month  Year
Instructions for Completing the Business/Farm Supplement

- Complete a supplement for each business or farm.
- When completing this supplement, refer to both your 2014 and 2015 IRS tax returns — specifically, Form 1040, Schedules C, D, and F, as applicable. If an incorporated business is involved, refer to Form 1120 as well. If a partnership is involved, also refer to Form 1065 and/or Schedule K-1. For any year for which tax forms have not been completed, estimate as accurately as possible. The financial aid administrator may later ask you to provide copies of your tax returns, including your corporate and partnership tax return(s).
- If you are the owner or part owner of a partnership or a corporation: (1) Enter your percentage of ownership (question 5); (2) enter total income, expense deductions and profit for the entire business entity (questions 10-14); and (3) enter your share of net profit (question 15).
- **IMPORTANT:** If a business is a major source of family support but no salaries are reported and business net profit is under $10,000, explain on an attached sheet how basic family expenses are met.
- Don’t submit balance sheets, profit and loss statements, cash flow statements, or tax returns in place of the Business/Farm Supplement, unless specifically requested by your college.
- If your home is part of the business or farm, enter its value and the amount of your mortgage on the CSS/Financial Aid PROFILE® Application. Don’t include your home value on the Business/Farm Supplement.
- If farm income is reported on an accrual basis, the required information can be found on IRS Form 1040, Schedule F, Part III. In this case, disregard questions 10a-10c below and begin your entries with Gross Income in question 11.
- If you have gains or losses from the sale or exchange of livestock and/or farm machinery, report the full amount of such gains or losses in question 21 below. Don’t include in this question gains or losses arising from the sale or exchange of other property, as reported on your IRS Form 1040, Schedule D.
- If a financial question does not apply to you, write 0. Do not leave questions blank unless the instructions tell you to do so.

### Student’s Information

<table>
<thead>
<tr>
<th>Student’s name</th>
<th>Social Security Number</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
<td>M.I.</td>
</tr>
<tr>
<td>Month</td>
<td>Day</td>
<td>Year</td>
</tr>
</tbody>
</table>

### Parent’s Business/Farm Information

1. **Name of Business/Farm**

2. **Date Business Commenced or Farm Purchased**

3. **Location of Business/Farm**

4. **Type of Business/Farm**
   - [ ] Sole proprietor
   - [ ] Partnership
   - [ ] Corporation

5. **Owners/Partners: List parent owners first. Provide relationship to parent(s) and percentage of ownership. If more than two, provide information in Remarks.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Percentage</th>
</tr>
</thead>
</table>

6. **Number of Employees**

7. **Describe Principal Product or Service**

---

Form 1040, Schedules C, D, and F, as applicable.
8. Residence and Mortgage Information

<table>
<thead>
<tr>
<th>Monthly mortgage payment on the business or farm</th>
<th>$      .00</th>
<th>Business owners</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Is the business a part of your home?</td>
</tr>
<tr>
<td>Farm owners</td>
<td></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Do you live on the farm?</td>
<td>□ Yes □ No</td>
<td>If yes, what percentage of home is claimed for business use? %</td>
</tr>
</tbody>
</table>

9. Total Acres Owned (Farm Owners Only)

<table>
<thead>
<tr>
<th>Market value per acre</th>
<th>No. of acres owned</th>
<th>No. rented to others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tillable land</td>
<td>$      .00</td>
<td></td>
</tr>
<tr>
<td>Nontillable land</td>
<td>$      .00</td>
<td></td>
</tr>
<tr>
<td>Woodlands and waste</td>
<td>$      .00</td>
<td></td>
</tr>
<tr>
<td>Agricultural reserve</td>
<td>$      .00</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$      .00</td>
<td></td>
</tr>
</tbody>
</table>

Business Owners Only — Income and Expenses

10. Business Income (Jan. 1–Dec. 31)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Gross receipts of sales less returns and allowances</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>b. Cost of goods sold and/or operations (Don’t include salaries paid to yourself, your dependents or others, or any item listed below.)</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>c. Gross profit (Line 10a minus 10b)</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>d. Other business income</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
</tbody>
</table>

11. Total Income (Add 10c and 10d) $      .00

12. Business Deductions (Don’t include any amount entered in 10b above.)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Depreciation</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>b. Interest expense</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>c. Rent on business property</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>d. Parents’ W-2 wages from this business</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>e. Salaries and wages paid to family members other than yourself employed in the business (Name and Relationship)</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>f. All other salaries and wages</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
<tr>
<td>g. Other business expenses (Itemize on a separate sheet any single item over $1,000.)</td>
<td>$      .00</td>
<td>$      .00</td>
</tr>
</tbody>
</table>

13. Total Deductions (Add 12a–12g) $      .00

14. Net Profit (or Loss) (Line 11 minus line 13) $      .00

15. Your Share of Line 14 (Multiply line 14 by your percentage of ownership, question 5.) $      .00
### Farm Owners Only — Income and Expenses

The IRS line references are for 2015. For 2015, use the corresponding lines from 2015 IRS forms.

16. **Farm Income**
   - **a. Profit (or loss) on sales of livestock and other items purchased for resale (from Form 1040, Schedule F, line 1e)**
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00
   - **b. Sales of livestock and produce raised (from Schedule F, lines 2a and 2b)**
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00
   - **c. Other farm income (from Schedule F, lines 3b, 4b, 5a, 5c, 6b, 6d, 7a, 7b, 8a, 8b)**
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00

17. **Gross Income (Add 11a–11c)**
   - (from Schedule F, line 9)
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00

18. **Farm Expenses**
   - **a. Farm deductions less depreciation (from Schedule F, lines 10–13 and lines 15–32)**
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00
   - **b. Depreciation (from Schedule F, line 14)**
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00

19. **Total Expenses (Add 13a and 13b)**
   - (from Schedule F, line 33)
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00

20. **Net Farm Profit (or Loss)**
    - (Line 12 minus line 14)
    - (from Schedule F, line 34)
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00

21. **Farm-Related Capital Gains (or Losses)**
    - from sale or exchange of livestock and farm machinery (from Form 1040, Schedule D)
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00

22. **Net Profit (or Loss)**
    - (Add lines 15 and 16)
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00
     - Estimated 2016: $___________.00

23. **Your Share of Line 17**
    - (Multiply line 17 by your percentage of ownership, question 5)
     - 2014 (Jan. 1–Dec. 31): $___________.00
     - 2015 (Jan. 1–Dec. 31): $___________.00
     - Estimated 2016: $___________.00
### Business/Farm Assets

The figures you report in column C should reflect the fair market value of the business or farm (a reasonable estimate of what each asset is worth and could be sold for). Filers of IRS Form 1120, 1120S, or 1065 should refer to Schedule L to complete columns A and B. **If you don't file any of these IRS forms, you may leave columns A and B blank.**

#### 1. Current Assets

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value at Beginning of Tax Year 2015</td>
<td>Book Value at End of Tax Year 2015</td>
<td>Fair Market Value at End of Tax Year 2015</td>
</tr>
<tr>
<td>a. Cash and short-term investments</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>b. Receivables (total)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>c. Allowance for bad debts</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>d. Inventories</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>e. Other current assets not included above (Do not include loans to partners or shareholders.)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>f. Total current assets (Add 1a, 1b, 1d, and 1e, then subtract 1c)</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

#### 2. Fixed Assets

<table>
<thead>
<tr>
<th>Accumulated Depreciation</th>
<th>Accumulated Depreciation</th>
<th>Accumulated Depreciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value at Beginning of Tax Year 2015</td>
<td>Book Value at End of Tax Year 2015</td>
<td>Fair Market Value at End of Tax Year 2015</td>
</tr>
<tr>
<td>a. Land</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>b. Buildings (purchase price)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>c. Accumulated depreciation on buildings</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>d. Machinery and equipment (purchase price)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>e. Accumulated depreciation on machinery</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>f. Other fixed assets</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>g. Total fixed assets (Add 2a, 2b, 2d, and 2f)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>h. Total depreciation (Add 2c and 2e)</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

#### 3. All Other Assets

<table>
<thead>
<tr>
<th>Itemized by partner or shareholder</th>
<th>Itemized by partner or shareholder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>$</td>
</tr>
<tr>
<td>Name:</td>
<td>$</td>
</tr>
<tr>
<td>Name:</td>
<td>$</td>
</tr>
<tr>
<td>Name:</td>
<td>$</td>
</tr>
<tr>
<td>Name:</td>
<td>$</td>
</tr>
<tr>
<td>b. Loans to others than partners or shareholders</td>
<td>$</td>
</tr>
<tr>
<td>c. All other assets</td>
<td>$</td>
</tr>
<tr>
<td>d. Total other assets (Add 3a-3c)</td>
<td>$</td>
</tr>
</tbody>
</table>

#### 4. Total Assets

<table>
<thead>
<tr>
<th>Itemized by partner or shareholder</th>
<th>Itemized by partner or shareholder</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Add 1f, 2g, and 3d</td>
<td>$</td>
</tr>
<tr>
<td>b. Your share of total assets (Multiply line 4a by your percentage of ownership.)</td>
<td>$</td>
</tr>
</tbody>
</table>
## Business/Farm Liabilities

### 5. Liabilities

- **a. Accounts payable**
- **b. Other current debts**
- **c. Total current debts**
  (Add 5a and 5b)

### 6. Long-Term Liabilities

(Don’t include any amount listed above.)

- **a. Mortgages on land and buildings**
  (Don’t include home mortgages.)
- **b. Debts secured by equipment**
- **c. Loans from partner(s) or shareholder(s)**
  Itemize by shareholder:
  - Name
  - Name
  - Name
  - Name
- **d. Other debts**
- **e. Total long-term debts**
  (Add 6a-6d)

### 7. Total Liabilities

(Add 5c and 6e)

### 8. Your Share of Total Liabilities

(Multiply line 7 by your percentage of ownership.)

### Remarks

Use this space to explain any special circumstances. If more space is required, attach a letter to this form.

### Signatures

**Parent’s signature**

**Date completed:**
- Day
- Month
- Year

**Parent’s signature**

**Date completed:**
- Day
- Month
- Year

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NONCUSTODIAL PARENT'S STATEMENT
School Year 2017-18

This form is to be filed by the noncustodial parent (whether divorced, separated or never married).

This form is to be filed by the noncustodial parent (whether divorced, separated or never married). This form is used by many colleges and universities to evaluate the financial strength of the student's noncustodial parent. These schools adhere to the principle that both parents, regardless of their current marital status, have the primary responsibility for providing for their child's education and should be expected to provide reasonable financial support before college resources are used.

Instructions For Completing The Noncustodial Parent's Statement

Because most of the questions are self-explanatory, the instructions below are only for questions that may need some explanation.

For some of the questions in Section III, it may be helpful to refer to your U.S. income tax return (IRS Form 1040, 1040A, or 1040EZ). The IRS line references are for 2014. If you have not completed a 2014 tax return, estimate as accurately as possible. Some colleges will require a copy of your tax return.

11. Write in the amount of U.S. income tax paid (or to be paid). Refer to your 2014 IRS Form. Do not copy the amount of "federal income tax withheld" from a W-2 Form.

15a. Include only amounts that you get for yourself, your current spouse, and dependent children under age 18. Do not include amounts received for the student.

15e. Enter any other income that is not included in any other question.

17. Write in the amount of educational loan repayments that you (and your spouse) made in 2014. Include loans obtained by you (and your spouse) for your own education or for the education of the student, the student's siblings, or the student's stepbrothers or stepisters.

18. Write in the amount of medical and dental expenses paid in 2014. Include the cost of insurance premiums for medical and dental care. Don't include amounts covered by insurance, your company medical reimbursement account (flexible spending account), or self-employed health deductions.

In Section V do not report any asset more than once. If you jointly own assets with your former spouse, include only your share (your current spouse's portion of the assets and debts).

21-25. In questions 21, 22 and 25, "present market value" means the amount that the asset could currently be sold for. Do not use valuation such as assessed value, insured value or tax value. Include in 24 funds held in Section S29 college savings plans or prepaid tuition plans established for the student and the student's siblings and stepsiblings who are counted in question 5.

Section I—Student's Information

1. a. Student's name

b. Student's Social Security number

15. Student's primary residence is:

- [ ] with mother
- [ ] with father
- [ ] equally shared with mother and father

Section II—Noncustodial Parent's (and Current Spouse's) Information

2. a. Name

b. Age

c. Address

Street Address

City

State Zip Code

d. Occupation

e. Employer

No. Years

f. Are you covered by this employer's pension plan?

- [ ] Yes
- [ ] No

g. If unemployed, date unemployment began

Month Day Year

h. Preferred daytime telephone
3. Noncustodial parent's current spouse (if applicable)
   a. Name
   
   b. Age
c. Occupation
   
   d. Employer
   No. Years
   
   e. Is your spouse covered by this employer's pension plan?
   □ Yes  □ No

4. Noncustodial parent's support of former household
   a. Who claimed student as a dependent on 2015 U.S. income tax return?
   □ Mother  □ Father  □ Neither Parent

5. Enter the number of people in your family: Include yourself, your current spouse, the student, and other children who are under age 24 that you share with the student's custodial parent, even if they do not live with you. Include other people if they currently live with you and receive more than half of their support from you and your current spouse.

6. Write in the number of children from question 5 who will attend college at least half-time during 2017–18.

7. Give information for all individuals included in your family in question 5. Include yourself and your current spouse (if any).

<table>
<thead>
<tr>
<th>Full name of family member</th>
<th>Use codes from below</th>
<th>Age</th>
<th>Claimed by parents as tax exemption in 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of school or college</th>
<th>Year in school</th>
<th>Scholarships and grants</th>
<th>Parents' contributions</th>
<th>Attend college at least one term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fulltime</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐</td>
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</tr>
</tbody>
</table>

Write in the correct code from the right:
1 = Student's parent, 2 = Parent's current spouse, 3 = Student's brother or sister, 4 = Student's stepparent or stepsister,
5 = Student's husband or wife, 6 = Student's child/oofchild, 7 = Student's grandparents, 8 = Other.
Section III—Noncustodial Parent’s (and Current Spouse’s) 2015 Income

8. The following 2015 U.S. income tax return figures are: (Check one.)
   a. Estimated. Will file IRS Form 1040EZ or 1040A.
   b. Estimated. Will file IRS Form 1040.
   c. From a completed IRS Form 1040EZ or 1040A.
   d. From a completed IRS Form 1040.
   e. Tax return will not be filed. (Skip to line 13.)

9. 2015 total number of exemptions (IRS Form 1040, line 6d or 1040A, line 6d. For 1040EZ, see 1040EZ Worksheet.)

10. 2015 Adjusted Gross Income (IRS Form 1040, line 37 or 1040A, line 21 or 1040EZ, line 4)
    Breakdown of income in 10:
    a. Wages, salaries, tips (IRS Form 1040, line 7 or 1040A, line 7 or 1040EZ, line 1)
    b. Interest and dividend income (IRS Form 1040, lines 8a and 9a or 1040A, lines 8a and 9a or 1040EZ, line 2)
    c. Net income (or loss) from business, farm, rents, royalties, partnerships, estates, trusts, etc. (IRS Form 1040, lines 12, 17, and 18. If a loss, enter the amount in parentheses.)
    d. Other taxable income such as alimony received, capital gains (or losses), pensions, annuities, etc. (IRS Form 1040, lines 10, 11, 13, 14, 15b, 16b, 18b, 19b, 20b, and 21, or 1040A, lines 10, 11b, 12b, 13, and 14b, or 1040EZ, line 3)
    e. Adjustments to income (IRS Form 1040, line 36 or 1040A, line 20)

11. a. 2015 U.S. income tax paid (IRS Form 1040, line 56 or 1040A, line 39 or 1040EZ, line 10)
    b. Education credits—American Opportunity and Lifetime Learning (IRS Form 1040, line 50 or 1040A, line 33)

12. 2015 itemized deductions (IRS Schedule A, line 29. White in "0" if deductions were not itemized.)

13. 2015 income earned from work by student’s noncustodial parent

14. 2015 income earned from work by noncustodial parent’s current spouse

15. 2015 untaxed income and benefits (Give total amount for the year. Do not give monthly amounts.)
    a. Social Security benefits received (Untaxed portion only—see instructions on page 1.)
    b. Child support received for all children
    c. Deductible IRA and/or SEP/SIMPLE or Keogh payments
    d. Payments to tax-deferred pension and savings plans
    e. Other—Earned Income Credit; housing, food and living allowances; tax-exempt interest income; foreign income exclusion; etc.

Section IV—Noncustodial Parent’s (and Current Spouse’s) 2015 Expenses

16. Child support paid by both the noncustodial parent and spouse because of divorce or separation

17. Repayment of noncustodial parent’s and spouse’s education loans (See instructions on page 1.)

18. Medical and dental expenses not covered by insurance (See instructions on page 1.)

19. a. Amount paid
    (Don’t include tuition paid for the student.) $ $$ $$ $$ $$ $$ $$ $$ $$ 00
    b. For how many dependent children? (Don’t include the student.)
### Section V—Noncustodial Parent's (and Current Spouse's) Assets and Debts

If current spouse holds more than 50 percent of any asset listed below, give details in Section VI. (See instructions on page 1.)

20. **a. Housing payment** (Check one.) ☐ Rent ☐ Mortgage  
   **b. Monthly amount** (If zero, explain in Section VI.) $_______

21. **Home—if owned or being purchased**
   - Year purchased
   - Purchase price $_______  
   - Present market value $_______  
   - Unpaid mortgage principal $_______

22. **Other real estate**
   - Year purchased
   - Purchase price $_______  
   - Present market value $_______  
   - Unpaid mortgage principal $_______

23. **Cash, savings, checking accounts, bonds and trust funds (as of today)** $_______

24. **Investments—net value of stocks and other securities** (List kinds and amounts in Section VI)
   - Present market value $_______

25. **Business and/or farm**
   - **a. Present market value** $_______
   - **b. Indebtedness** $_______
   - **c. Percentage of ownership** __%__

26. **Current value of tax-deferred pensions, annuities and savings plans** (for example, SRAs, 401(k)s, TDAAs, 403(b)s, 408s, 457s, 501(c)s, etc.) $_______

### Section VI—Remarks

If you have any special circumstances, or additional information was requested above, please list them on a separate piece of paper and return it with this form.

### Section VII—Certification and Authorization

I declare that the information reported on this form is true, correct and complete.

I agree that, to verify information reported on this form, I will on request provide an official copy of my U.S. income tax return.

I further agree to provide, if requested, any other official documentation necessary to verify information reported.

---

Do you authorize the college to discuss the information collected on this form with the student applicant?  
☐ Yes  ☐ No
EARLY FINANCIAL AID APPLICATION

THIS FORM IS FOR: high school juniors

COMPLETING THIS APPLICATION DURING: June 2016 – March 2017

Student’s Name: __________________________________________ Sport: ________________________________

BC starting term (check one): ___ Fall 2018 ___ Spring 2019

Complete this checklist and submit it and all forms to your potential coach at Boston College. Please do not skip items or leave blanks as that can delay your read.

√ Check if included:

☐ CSS Profile form 2017-2018 CSS Profile Early Application (paper form)

IMPORTANT: You will be asked to estimate your 2016 income. Do not copy 2015 figures without considering potential changes for future years.

☐ Junior family information form

☐ Tax return Most recently filed (2015) student and parent federal tax returns, with all schedules attached. A student return is not needed if s/he was not required to file.

☐ W-2 forms 2015 (and 2016, if available) parent W-2 forms.

Business information
Does the student or parent(s) own 1% or more of a business or farm? Check one: □yes □no

If yes, include: ☐ 2017-2018 Business/Farm Supplement

☐ 2015 (or 2016, if available) business or farm federal tax return, with all schedules and student/parent K-1 form(s) attached

Noncustodial parent information
If the student’s parents never married, are divorced, or separated, the following are required from the noncustodial parent:

☐ 2017-2018 Noncustodial Parent’s Statement form

☐ Noncustodial parent’s tax return and W-2 forms (as described above)

Does the noncustodial parent own 1% or more of a business or farm? Check one: □yes □no

If answer is yes, submit items listed under “Business Information.”

This application is to provide an early estimate of financial aid. Actual financial aid awards will be based on 2016 tax data and updated CSS Profile and FAFSA information, so any financial aid at this time can only be an estimate. I understand that I am responsible for submitting all applicable information from the list above and that if any information is not included or forms are incomplete, this may cause the early aid estimate to differ from my actual financial aid award. For an actual financial aid award, I will need to complete the formal financial aid application process in the fall of my senior year of high school, which will be detailed on the Office of Student Services website at that time.

___________________________ ____ ___________ ______________
Student Signature Date Custodial Parent Signature Date
Section A—Student's Information

1. Student's name
   Last
   First
   M.I.

2. Student’s permanent mailing address (Mail may be sent to this address.)
   Number, street and apartment number
   City
   State Zip
   Postal Code — For students outside the United States and Puerto Rico only
   Country

3. Student's preferred telephone number
   Area Code

4. Title (optional)
   □ Mr.  □ Miss, Mrs., or Mrs.

5. Student’s date of birth
   Month Day Year

6. Student's Social Security Number

7. What will be the student's year in school during 2017-18? (Check only one box.)
   □ first year (never previously attended college)
   □ first year (previously attended college)
   □ second year
   □ third year
   □ fourth year
   □ fifth-year or more undergraduate
   □ first-year graduate/professional (beyond a bachelor's degree)
   □ second-year graduate/professional
   □ third-year graduate/professional
   □ fourth-year or more graduate/professional

8. What is the student's current marital status? (Check only one box.)
   □ unmarried (single, divorced, widowed)
   □ married/married
   □ separated

9. Are both of the student's parents deceased, or is the student (or was the student until age 18) a ward of the court?
   □ Yes  □ No

10. Does the student have legal dependents (other than a spouse) that fit the definition in the instructions?
    □ Yes  □ No

11. How many people are in the student’s household?
    Always include the student and spouse if currently married. List their names and give information about them in Section M.
    See instructions.

12. Of the number in 11, how many will be college students enrolled at least half-time between
    July 1, 2017 and June 30, 2018? Include the student.

13. What is the student’s state of legal residence?

14. What is the student’s citizenship status?
   a. □ U.S. citizen (Skip to Question 15.)
   b. Eligible noncitizen — see instructions (Skip to Question 15.)
   c. Neither of the above [Answer “b” and “c” below.]
   d. Country of citizenship:

15. What is the student’s email address?

Section B—Student’s 2016 Income and Benefits

The tax line references in this section are for 2015. Please use your 2016 tax return to estimate your income and benefits for 2016. If married, include spouse's information in Sections B, C, D, E and F.

16. The following 2016 U.S. income tax return figures are (Check only one box.)
   □ estimated. Will file IRS Form 1040EZ or 1040A. Go to 17.
   □ estimated. Will file IRS Form 1040. Go to 17.
   □ from a completed IRS Form 1040EZ or 1040A. Go to 17.
   □ from a completed IRS Form 1040. Go to 17.
   □ a tax return will not be filed. Skip to 21.
17. 2016 total number of exemptions
   (2016 IRS Form 1040, line 6d or 1040A, line 6d. For 1040EZ, see instructions.)
   $                      .00

18. 2016 adjusted gross income
   (2016 IRS Form 1040, line 57 or 1040A, line 21 or 1040EZ, line 4)
   $                      .00

19. a. 2016 U.S. income tax paid
   (2016 IRS Form 1040, line 56 or 1040A, line 37 or 1040EZ, line 10)
   $                      .00

   b. 2016 education credits —
      Hope and Lifetime Learning
      (2016 IRS Form 1040, line 50 or 1040A, line 33)
      $                      .00

20. 2016 itemized deductions
    (2016 IRS Schedule A, line 29)
    $                      .00

21. 2016 income earned from work by student
    $                      .00

22. 2016 income earned from work by
    student’s spouse
    (if married)
    $                      .00

23. 2016 dividend and interest income
    $                      .00

24. At any time during 2016 did you receive
    benefits from any of the following federal
    benefits programs:
    - SSI, food stamps, free or reduced lunch,
      TANF, or WIC?
    □ Yes  □ No

25. 2016 untaxed income and benefits
    (Give total amount for year.)
    a. Social security benefits
       (Unearned portion only, see instructions.)
       $                      .00
    b. Temporary Assistance to Needy
       Families (TANF)
       $                      .00
    c. Child support received for all children
       $                      .00
    d. Earned Income Credit
       (2016 IRS Form 1040, line 66a or 1040A, line 42a
       or 1040EZ, line 8a)
       $                      .00
    e. Other
       (Write total from instructions worksheet, page 2.)
       $                      .00

26. 2016 earnings from Federal Work-Study or
    other need-based work programs plus any
    grant, fellowship, scholarship and
    assistantship aid to be reported to the IRS
    in your adjusted gross income. Include
    AmeriCorps benefits. (See instructions.)
    $                      .00

---

### Section C—Student’s Assets
Include trust accounts only in Section D.

27. Cash, savings and checking accounts
    (as of today)
    $                      .00

28. Total value of noneducation IRA, Keogh,
    401(k), 403(b), etc. accounts as of
    Dec. 31, 2016
    $                      .00

29. Investments
    (Including Uniform Gifts to Minors—
    see instructions)
    What is the
    current market value?
    $                      .00
    What is
    owed on them?
    $                      .00

30. a. Business and farm
    $                      .00

   b. If you own a business, does it employ
      more than 100 full-time or full-time
      equivalent employees?
      □ Yes  □ No

   c. If you own a farm, is the student living
      on the farm?
      □ Yes  □ No

### Section D—Student’s Trust Information

34. a. Total value of all trusts(s) to which the
    student is a beneficiary
    $                      .00

   b. Is any income or part of the principal
      currently available?
      □ Yes  □ No

   c. Who established the trust(s)?
      □ Student’s parents
      □ Other

### Section E—Student’s 2016 Expenses

35. 2016 child support the student paid
    because of divorce or separation or as the
    result of a legal requirement
    $                      .00

36. 2016 medical and dental expenses not
    covered by insurance (See instructions)
    $                      .00
Section F—Student's Expected Summer/School-Year Resources for 2018-2019

37. a. Is the student a veteran of the U.S. Armed Forces or currently serving on active duty in the U.S. Armed Forces for purposes other than training? □ Yes . □ No

b. Student's veterans benefits (July 1, 2018—June 30, 2019)

38. Student's (and spouse's, if married) resources (Don't enter monthly amounts.)

a. Student's wages, salaries, tips, etc.

b. Spouse's wages, salaries, tips, etc. (Leave blank if unmarried)

c. Other taxable income

d. Untaxed income and benefits

e. Grants, scholarships, fellowships, etc., including AmeriCorp benefits from sources other than the colleges or universities to which the student is applying (List sources in Section Q.)

f. Tuition benefits from the parents', the student's and/or the spouse's employer

g. Amount the student's parent(s) think they will be able to pay for the student's 2018-19 college expenses

h. Amounts expected from relatives, spouse's parents and all other sources (List sources and amounts in Section Q.)

□ Yes . □ No

Amount per month

Summer 2018
(3 months)

School Year 2018-19
(9 months)

Complete the worksheet on page 5 of the instructions that will tell you whether or not parents' information is required.

Section G—Parent's Household Information

See page 5 of the instructions.

39. How many people are in your parents' household? □

Always include the student and parents. List their names and give information about them in Section M. (See instructions.)

40. Of the number in 39, how many will be college students enrolled at least half-time between July 1, 2018, and June 30, 2019? Do not include parents. Include the student.

41. a. What is the current marital status of your parents? (Check only one box.)

□ married or in a domestic partnership

□ divorced or no longer in a domestic partnership

□ remarried

□ never married

□ separated

□ widowed

b. If your parent has remarried, enter date of remarriage

42. What is your parents' state of legal residence?

43. What is your parents' preferred email address?
Section H — Parents' Expenses

44. Child support your parents paid because of divorce or separation or as the result of a legal requirement

45. Repayment of parents' educational loans (See instructions.)

46. Medical and dental expenses not covered by insurance (See instructions.)

47. Total elementary, junior high and high school tuition paid for dependent children
   a. Amount paid (Don't include tuition paid for the student.)
   b. For how many dependent children? (Don't include the student.)

Section I — Parents' Assets

If parents own all or part of a business or farm, write in its name and the percent of ownership in Section Q.

48. Cash, savings and checking accounts (as of today) $ 

49. Total value of parents' assets held in the names of the student's brothers and sisters who are under age 19 and not college students $ 

50. a. Home (Renters write in '0,' Skip to 50d.)
   b. Year purchased
   c. Home purchase price $ 
   d. Monthly home mortgage or rental payment? (If none, explain in Section Q) $ 

   What is the current market value? $ 
   What is owed on it? $ 

51. Investments $ 

52. a. Business
   b. Does your business employ more than 100 full-time or full-time equivalent employees? □ Yes □ No

53. a. Farm $ 
   b. Does your family live on the farm? □ Yes □ No

54. a. Other real estate $ 
   b. Year purchased
   c. Purchase price $ 

Section J — Parents' 201 Income and Benefits

55. 201 adjusted gross income (201 IRS Form 1040, line 37 or 1040A, line 21 or 1040EZ, line 4)

56. 201 U.S. income tax paid (201 IRS Form 1040, line 56 or 1040A, line 37 or 1040EZ, line 10)

57. 201 itemized deductions (201 IRS Schedule A, line 29)

58. 201 untaxed income and benefits (Include the same types of income and benefits that are listed in 67a–L)

Section K — Parents' 2016 Income and Benefits

The tax line references in this section are for 2016

59. The following 2016 U.S. income tax return figures are (Check only one box)
   □ estimated. Will file IRS Form 1040EZ or 1040A. Go to 60.
   □ estimated. Will file IRS Form 1040. Go to 60.
   □ from a completed IRS Form 1040EZ or 1040A. Go to 60.
   □ from a completed IRS Form 1040. Go to 60.
   □ a tax return will not be filed. Skip to 64.
60. 2016 total number of exemptions (2016 RS Form 1040, line 6d or 1040A, line 6d. For 1040EZ, see instructions)

61. 2016 adjusted gross income (2016 IRS Form 1040, line 37 or 1040A, line 21 or 1040EZ, line 4)
   Breakdown of income in 61
   a. Wages, salaries, tips (2016 IRS Form 1040, line 7 or 1040A, line 7 or 1040EZ, line 1)
   b. Interest income (2016 IRS Form 1040, line 8a or 1040A, line 8a or 1040EZ, line 2)
   c. Dividend income (2016 IRS Form 1040, line 9a or 1040A, line 9a)
   d. Net income (or loss) from business, farm, rents, royalties, partnerships, estates, trusts, etc.
      (2016 IRS Form 1040, lines 12, 17 and 18) If a loss, enter the amount in (parentheses).
   e. Other taxable income such as alimony received, capital gains (or losses), pensions, annuities, etc.
      (2016 IRS Form 1040, lines 10, 11, 13, 14, 15b, 16b, 19, 20b, and 21 or 1040A, lines 10, 11b, 12b, 13, and 14b or 1040EZ, line 3)
   f. Adjustments to income (2016 IRS Form 1040, line 36 or 1040A, line 20 — see instructions)

62. a. 2016 U.S. income tax paid (2016 IRS Form 1040, line 56 or 1040A, line 37 or 1040EZ, line 10)
   b. 2016 education credits — Hope and Lifetime Learning (2016 IRS Form 1040, line 50 or 1040A, line 33)

63. 2016 itemized deductions (2016 IRS Schedule A, line 29)

64. 2016 income earned from work by father/stepfather

65. 2016 income earned from work by mother/stepmother

66. At any time during 2016 did your parent(s) receive benefits from any of the following federal benefit programs:
    SSI, food stamps, free or reduced lunch, TANF, or WIC?
    □ Yes □ No

67. 2016 untaxed income and benefits (Give total amount for the year. Do not give monthly amounts.)
   a. Social security benefits received for all family members except the student
      (untaxed portion only) $  [blank]
   b. Temporary Assistance for Needy Families (TANF) $  [blank]
   c. Child support received for all children $  [blank]
   d. Deductible IRA and/or SEP, SIMPLE, or Keogh payments (See instructions.) $  [blank]
   e. Payments to tax-deferred pension and savings plans (See instructions.) $  [blank]
   f. Tuition and fees deduction (See instructions.) $  [blank]
   g. Amounts withheld from wages for dependent care and medical spending accounts $  [blank]
   h. Earned Income Credit (2016 RS Form 1040, line 66a or 1040A, line 42a or 1040EZ, line 8a) $  [blank]
   i. Housing, food and other living allowances received by military, clergy and others (See instructions.) $  [blank]
   j. Tax-exempt interest income (2016 IRS Form 1040, line 8b or 1040A, line 8b) $  [blank]
   k. Foreign income exclusion (2016 IRS Form 2555, line 45 or Form 2555EZ, line 18) $  [blank]
   l. Other — write total from instructions worksheet, page 7 $  [blank]

Section L — Parents’ 2017 Expected Income and Benefits
If the expected total income and benefits will differ from the 2017 total income and benefits by 10 percent or more, explain in Section Q.

68. 2017 income to be earned from work by father/stepfather $  [blank]

69. 2017 income to be earned from work by mother/stepmother $  [blank]

70. 2017 other taxable income $  [blank]

71. 2017 untaxed income and benefits (See 67a-i.) $  [blank]
### Section M—Family Member Listing

Give information for all family members entered in questions 11 and 39. List up to seven family members in addition to the student. **Failure to complete all columns could reduce your aid eligibility.** Leave shaded sections blank.

<table>
<thead>
<tr>
<th>Full name of family member (If more lines are needed, use Section Q.)</th>
<th>Use codes from below</th>
<th>Age Required Use whole numbers</th>
<th>2013-14 school year</th>
<th>2014-15 school year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of school or college</td>
<td>Year in school</td>
<td>Scholarships and grants</td>
<td>Parents' contributions</td>
</tr>
<tr>
<td>1</td>
<td>You — the student applicant</td>
<td></td>
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<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Write in the correct code from the right

1 = Student's parent, 2 = Student's stepparent, 3 = Student's brother or sister, or half-brother or sister
4 = Student's husband or wife, 5 = Student's child/stepchild
6 = Student's grandparent, 7 = Student's stepbrother or stepsister, 8 = Other

### Section N—Parents' Information

(to be answered by the parent(s) completing this form)

73. Fill in one:

- [ ] Father
- [ ] Stepfather
- [ ] Legal guardian
- [ ] Other (Explain in Q)

**a. Name**

Last

First

Date of Birth

74. Fill in one:

- [ ] Mother
- [ ] Stepmother
- [ ] Legal guardian
- [ ] Other (Explain in Q)

**a. Name**

Last

First

Date of Birth

7. **c. Occupation**

8. **d. Employer**

9. **e. Preferred daytime telephone**

10. **f. Retirement plans**

- [ ] Social security
- [ ] Union/employer
- [ ] Civil service/state
- [ ] IRA/Keogh
- [ ] Tax-deferred
- [ ] Military
- [ ] Other

11. **g. Total current value of tax-deferred retirement, pension, annuity and savings plans (IRA, Keogh, 401(k), 403(b), etc.)**

$ ____________ .00

12. **h. Retirement plans**

- [ ] Social security
- [ ] Union/employer
- [ ] Civil service/state
- [ ] IRA/Keogh
- [ ] Tax-deferred
- [ ] Military
- [ ] Other

13. **i. Total current value of tax-deferred retirement, pension, annuity and savings plans (IRA, Keogh, 401(k), 403(b), etc.)**

$ ____________ .00
Section O—Information About Noncustodial Parent
(to be answered by the parent who completes this form if the student's biological or adoptive parents are divorced, separated or were never married to each other)

75. a. Who last claimed the student as a tax exemption?

b. How much does the noncustodial parent plan to contribute to the student's education for the 2018-19 school year?

$ __________,00

Section P—Student's Financial Aid Status

76. What will be the student's 2018-19 financial aid status?

☐ First-time applicant, entering student (including transfer students)
☐ Renewal applicant, continuing student
☐ First-time applicant, continuing student

Section Q—Explanations/Special Circumstances

Use this space to explain any unusual expenses such as high medical or dental expenses, educational and other debts, child care, elder care, or special circumstances. Also, give information for any outside scholarships you have been awarded. If more space is needed, use sheets of paper and attach them to this form. Please print.

Certification: All the information on this form is true and complete to the best of my knowledge. If asked, I agree to give proof of the information that I have given on this form. I realize that this proof may include a copy of my U.S., state or local income tax return. I certify that all information is correct at this time, and that I will send timely notice to my colleges/programs of any significant change in family income or assets, financial situation, college plans of other children, or the receipt of outside scholarships or grants.

Student's signature ___________________________ Student's spouse's signature ___________________________

Father's (stepfather's) signature ___________________________ Mother's (stepmother's) signature ___________________________

Date completed: ____________

Day Month Year
Family Information Form

Student’s Name: ______________________________________

Complete the chart below, including yourself, your parent(s), and your parent(s)’ other dependent children (if your parents provide more than half of their support), along with others who live in your home if they will receive more than half their support from your parents during the 2018-2019 academic year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Name of school or college student will attend for the 2018-2019 school year</th>
<th>College students: full-time (FT) or half-time (HT); undergraduate (U) or graduate (G)</th>
<th>Expected graduation date</th>
<th>Amount of non-need based aid to be received, if any (i.e. athletic scholarships, academic scholarships, tuition remission, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant</td>
<td>Self</td>
<td>Boston College</td>
<td>FT or HT U or G</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>FT or HT U or G</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>FT or HT U or G</td>
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<td>4.</td>
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<td>FT or HT U or G</td>
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<tr>
<td>5.</td>
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<td></td>
<td>FT or HT U or G</td>
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<tr>
<td>6.</td>
<td></td>
<td></td>
<td>FT or HT U or G</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

O Check here if there are more than six family members and indicate their information on the back of this page.

Student Signature: ___________________________ Date: ________________

Parent Signature: ___________________________ Date: ________________
This form is to be filed by the noncustodial parent (whether divorced, separated or never married).

This form is to be filed by the noncustodial parent (whether divorced, separated or never married). This form is used by many colleges and universities to evaluate the financial strength of the student's noncustodial parent. These schools adhere to the principle that both parents, regardless of their current marital status, have the primary responsibility for providing for their child's education and should be expected to provide reasonable financial support before college resources are used.

Instructions For Completing The Noncustodial Parent’s Statement

Because most of the questions are self-explanatory, the instructions below are only for questions that may need some explanation.

For some of the questions in Section III, it may be helpful to refer to your U.S. income tax return (IRS Form 1040, 1040A, or 1040EZ). The IRS line references are for 2016.

If you have not completed a 2016 tax return, estimate as accurately as possible. Some colleges will require a copy of your tax return.

11. Write in the amount of U.S. income tax paid (or to be paid). Refer to your 2016 IRS Form. Do not copy the amount of “federal income tax withheld” from a W-2 Form.

15a. Include only amounts that you get for yourself, your current spouse, and dependent children under age 18. Do not include amounts received for the student.

15e. Enter any other income that is not included in any other question.

17. Write in the amount of educational loan repayments that you (and your spouse) made in 2016. Include loans obtained by you (and your spouse) for your own education or for the education of the student, the student's siblings, or the student's stepbrothers or stepsisters.

18. Write in the amount of medical and dental expenses paid in 2016. Include the cost of insurance premiums for medical and dental care. Do not include amounts covered by insurance, your company medical reimbursement account (flexible spending account), or self-employed health deductions.

In Section V do not report any asset more than once. If you jointly own assets with your former spouse, include only your (and your current spouse’s) portion of the assets and debts.

21-25. In questions 21, 22 and 25, “present market value” means the amount that the asset could currently be sold for. Do not use valuation such as assessed value, insured value or tax value. Include in 24 funds held in Section 529 college savings plans or prepaid tuition plans established for the student and the student’s siblings and stepchildren who are counted in question 5.

Section I—Student’s Information

1. a. Student's name

b. Student’s Social Security number

2. c. Student’s primary residence is:

1b. With mother

1c. With father

1d. Equally shared with mother and father

Section II—Noncustodial Parent’s (and Current Spouse’s) Information

d. Occupation

e. Employer

f. Are you covered by this employer’s pension plan?

1. Yes

2. No

To. If unemployed, date unemployment began

h. Preferred daytime telephone

3. Noncustodial parent's current spouse (If applicable)
   a. Name
   b. Age
   c. Occupation
   d. Employer
   e. Is your spouse covered by this employer's pension plan?
      □ Yes  □ No

4. Noncustodial parent's support of former household
   a. Who claimed student as a dependent on 2016 U.S. income tax return?
      □ Mother  □ Father  □ Neither Parent

5. Enter the number of people in your family. Include yourself, your current
   spouse, the student, and other children who are under age 24 that you share
   with the student's custodial parent, even if they do not live with you. Exclude
   other people if they currently live with you and receive more than half of their
   support from you and your current spouse.

6. Write in the number of children from question 5 who will
   attend college at least half-time during 2017-2018.

7. Give information for all individuals included in your family in question 5. Include yourself and your current spouse (if any).

<table>
<thead>
<tr>
<th>Full name of family member</th>
<th>Use codes from below</th>
<th>Age</th>
<th>Claimed by parents as tax exemption in 2016</th>
<th>2017-18 School Year</th>
<th>2018-19 School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes  No</td>
<td>Name of school or college</td>
<td>Year in school</td>
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</table>

Write in the correct code from the right
1 = Student's parent, 2 = Parent's current spouse, 3 = Student's brother or sister, 4 = Student's stepbrother or stepsister,
5 = Student's husband or wife, 6 = Student's child/stepchild, 7 = Student's grandparent, 8 = Other.
Section III—Noncustodial Parent’s (and Current Spouse’s) 2016 Income

8. The following 2016 U.S. income tax return figures are: (Check one.)
   □ estimated. Will file IRS Form 1040EZ or 1040A.
   □ estimated. Will file IRS Form 1040.
   □ from a completed IRS Form 1040EZ or 1040A.
   □ from a completed IRS Form 1040.
   □ a tax return will not be filed. (Skip to 13.)

9. 2016 total number of exemptions (IRS Form 1040, line 6d or 1040A, line 6d. For 1040EZ, see 1040EZ Worksheet.)

10. 2016 Adjusted Gross Income (IRS Form 1040, line 37 or 1040A, line 21 or 1040EZ, line 4)
   Breakdown of income in 10
   a. Wages, salaries, tips (IRS Form 1040, line 7 or 1040A, line 7 or 1040EZ, line 1)
   b. Interest and dividend income (IRS Form 1040, lines 8a and 8a or 1040A, lines 8a and 8a or 1040EZ, line 2)
   c. Net income (or loss) from business, farm, rents, royalties, partnerships, estates, trusts, etc. (IRS Form 1040, lines 12, 17 and 18) If a loss, enter the amount in parentheses.
   d. Other taxable income such as alimony received, capital gains (or losses), pensions, annuities, etc. (IRS Form 1040, lines 10, 11, 13, 14, 15b, 16b, 18, 20b, and 21, or 1040A, lines 10, 11b, 12b, 13, and 14b, or 1040EZ, line 3)
   e. Adjustments to income (IRS Form 1040, line 36 or 1040A, line 20)

11. a. 2016 U.S. income tax paid (IRS Form 1040, line 56 or 1040A, line 59 or 1040EZ, line 10)
   b. 2016 education credits—American Opportunity and Lifetime Learning (IRS Form 1040, line 50 or 1040A, line 33)

12. 2016 itemized deductions (IRS Schedule A, line 29. [Write in “0” if deductions were not itemized.])

13. 2016 income earned from work by student’s noncustodial parent

14. 2016 income earned from work by noncustodial parent’s current spouse

15. 2016 untaxed income and benefits (Give total amount for the year. Do not give monthly amounts.)
   a. Social Security benefits received (Untaxed portion only—see instructions on page 1.)
   b. Child support received for all children
   c. Deductible IRA and/or SEP SIMPLE or Keogh payments
   d. Payments to tax-deferred pension and savings plans
   e. Other—Earned Income Credit; housing, food and living allowances; tax-exempt interest income; foreign income exclusion; etc.

Section IV—Noncustodial Parent’s (and Current Spouse’s) 2016 Expenses

16. Child support paid by both the noncustodial parent and spouse because of divorce or separation

17. Repayment of noncustodial parent’s and spouse’s education loans (See instructions on page 1.)

18. Medical and dental expenses not covered by insurance (See instructions on page 1.)

19. Total elementary school, junior high school and high school tuition paid for dependent children

19a. Amount paid (Don’t include tuition paid for the student.) $ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ ^{
Section V—Noncustodial Parent's (and Current Spouse's) Assets and Debts

If current spouse holds more than 50 percent of any asset listed below, give details in Section VI. (See instructions on page 1.)

20. a. Housing payment (Check one.)  □ Rent  □ Mortgage  b. Monthly amount (If zero, explain in Section VI.)

<table>
<thead>
<tr>
<th>Year purchased</th>
<th>Purchase price</th>
<th>Present market value</th>
<th>Unpaid mortgage principal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

21. Home—if owned or being purchased

<table>
<thead>
<tr>
<th>Year purchased</th>
<th>Purchase price</th>
<th>Present market value</th>
<th>Unpaid mortgage principal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

22. Other real estate

<table>
<thead>
<tr>
<th>Year purchased</th>
<th>Purchase price</th>
<th>Present market value</th>
<th>Unpaid mortgage principal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

23. Cash, savings, checking accounts, bonds and trust funds (as of today)

<table>
<thead>
<tr>
<th>Present market value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

24. Investments—net value of stocks and other securities (List kinds and amounts in Section VI)

<table>
<thead>
<tr>
<th>Present market value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

25. Business and/or farm

<table>
<thead>
<tr>
<th>a. Present market value</th>
<th>b. Indebtedness</th>
<th>c. Percentage of ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>%</td>
</tr>
</tbody>
</table>

26. Current value of tax-deferred pensions, annuities and savings plans (for example, SRAs, 401(k)s, TDA, 403(b)es, 408s, 457s, 501(c)3s, etc.)

<table>
<thead>
<tr>
<th>Present market value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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</tbody>
</table>

Section VI—Remarks

If you have any special circumstances, or additional information was requested above, please list them on a separate piece of paper and return it with this form.

Section VII—Certification and Authorization

I declare that the information reported on this form is true, correct and complete.

I agree that, to verify information reported on this form, I will on request provide an official copy of my U.S. income tax return.

I further agree to provide, if requested, any other official documentation necessary to verify information reported.

Noncustodial parent's signature

Date completed: Day  Month  Year

Do you authorize the college to discuss the information collected on this form with the student applicant?  □ Yes □ No
Instructions for Completing the Business/Farm Supplement

- If you have more than one business or farm, or a business and a farm, complete a supplement for each of them.
- When completing this supplement, refer to both your 2016 and 2017 IRS tax returns—specifically, Form 1040, Schedules C, D, and E, as applicable. If an incorporated business is involved, refer to Form 1120 as well. If a partnership is involved, also refer to Form 1065 and/or Schedule K.1. For any year for which tax forms have not been completed, estimate as accurately as possible.
- The financial aid administrator may later ask you to provide copies of your tax returns, including your corporate and partnership tax return(s).
- If you are the owner or part owner of a partnership or a corporation: (1) enter your percentage of ownership (question 6); (2) enter total income, expense deductions and profit for the entire business entity (questions 11–19); and (3) enter your share of net profit (question 16).
- IMPORTANT: If a business is a major source of family support but no salaries are reported and business net profit is under $10,000, explain on an attached sheet how basic family expenses are met.
- Don’t submit balance sheets, profit and loss statements, cash flow statements or tax returns in place of the Business/Farm Supplement, unless specifically requested by your college.
- If your home is part of the business or farm, enter its value and the amount of its mortgage on the CSS/Financial Aid PROFILE® Application. Don’t include your home value on the Business/Farm Supplement.
- If farm income is reported on an accrual basis, the required information can be found on IRS Form 1040, Schedule F, Part III. In this case disregard questions 11a–11c below and begin your entries with Gross Income in question 12.
- If you have gains or losses from the sale or exchange of livestock and/or farm machinery, report the full amount of such gains or losses in question 16 below. Don’t include in this question gains or losses arising from the sale or exchange of other property, as reported on your IRS Form 1040, Schedule D.
- If a financial question does not apply to you, write 0. Do not leave questions blank unless the instructions tell you to do so.

Student's Information

Student's name
Last First M.I.

Social Security No.
Date of Birth
Month Day Year

Parent's Business/Farm Information

1. Name of Business/Farm

2. Date Business Commenced or Farm Purchased
   Day Month Year

3. Location of Business/Farm
   Street Address
   City/Township
   County
   State Zip Code

4. Type of Business/Farm
   □ Sole proprietor
   □ Partnership
   □ Corporation
   Indicate type

5. Give Name(s) of Owners and Partners, their Relationship to the Parent(s) and their Percentage of Ownership

   Name
   Relationship
   Percentage

   Name
   Relationship
   Percentage

6. Your Percentage of Ownership
   %

7. Number Employees

8. Describe Principal Product or Service
9. Residence and Mortgage Information

- Monthly mortgage payment on the business or farm: $_______.00
- **Business owners**
  - Is the business a part of your home?  
    - Yes  No
  - If yes, what percentage of home is claimed for business use? __% 

10. Total Acres Owned (Farm Owners Only)

<table>
<thead>
<tr>
<th>Land Type</th>
<th>Market value per acre</th>
<th>No. of acres owned</th>
<th>No. rented to others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tillable land</td>
<td>$_______.00</td>
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<td></td>
</tr>
<tr>
<td>Nontillable land</td>
<td>$_______.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodlands and waste</td>
<td>$_______.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural reserve</td>
<td>$_______.00</td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$_______.00</td>
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</tr>
</tbody>
</table>

**Business Owners Only – Income and Expenses**

11. Business Income

- a. Gross receipts of sales less returns and allowances: $_______.00
- b. Cost of goods sold and/or operations (Don’t include salaries paid to yourself, your dependents or others, or any item listed below): $_______.00
- c. Gross profit (Line 11a minus 11b): $_______.00
- d. Other business income: $_______.00

12. Total Income (Add 11c and 11d): $_______.00

13. Business Deductions (Don’t include any amount entered in 11b above)

- a. Depreciation: $_______.00
- b. Interest expense: $_______.00
- c. Rent on business property: $_______.00
- d. Parents’ W-2 wages from this business: $_______.00
- e. Salaries and wages paid to family members other than yourself employed in the business:
  - Name and Relationship: $_______.00
  - Salary: $_______.00
  - All other salaries and wages: $_______.00
  - Other business expenses (Itemize on a separate sheet any single item over $1,000): $_______.00

14. Total Deductions (Add 13a–13g): $_______.00

15. Net Profit (or Loss) (Line 12 minus line 14): $_______.00

16. Your Share of Line 15 (Multiply line 15 by your percentage of ownership, question 6): $_______.00
**Farm Owners Only – Income and Expenses**

The IRS line references are for 2015. For 2016 use the corresponding lines from 2016 IRS forms.

17. **Farm Income**

   a. Profit (or loss) on sales of livestock and other items purchased for resale (from Form 1040, Schedule F, line 16).

   

   b. Sales of livestock and produce raised (from Schedule F, lines 2).

   

   c. Other farm income (from Schedule F, lines 3b, 4b, 5a, 5c, 6b, 6d, 7a, 8a, 8b).

18. **Gross Income** (Add 11a–11c)
   (from Schedule F, line 8)

19. **Farm Expenses**

   a. Farm deductions less depreciation (from Schedule F, lines 10–13 and lines 15–32).

   

   b. Depreciation (from Schedule F, line 14).

20. **Total Expenses** (Add 13a and 13b)
   (from Schedule F, line 33)

21. **Net Farm Profit (or Loss)**
   (Line 12 minus line 14)
   (from Schedule F, line 34)

22. **Farm-Related Capital Gains (or Losses)**
   from sale or exchange of livestock and farm machinery (from Form 1040, Schedule D)

23. **Net Profit (or Loss)**
   (Add lines 15 and 16)

24. **Your Share of Line 17** (Multiply line 17 by your percentage of ownership, question 6)

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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td>b.</td>
<td></td>
<td></td>
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<tr>
<td>b.</td>
<td></td>
<td>c.</td>
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<tr>
<td>c.</td>
<td></td>
<td>d.</td>
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</tbody>
</table>
### Business/Farm Assets

The figures you report in column C should reflect the fair market value of the business or farm (a reasonable estimate of what each asset is worth and could be sold for). Filers of IRS Form 1120, 1120S or 1065 should refer to Schedule L to complete columns A and B. If you don’t file any of these IRS forms, you may leave columns A and B blank.

#### 1. Current Assets

<table>
<thead>
<tr>
<th></th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Cash and short-term investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Receivables (total)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Allowance for bad debts</td>
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<td></td>
</tr>
<tr>
<td>d.</td>
<td>Inventories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Other current assets not included above (Do not include loans to partners or shareholders.)</td>
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<td></td>
</tr>
<tr>
<td>f.</td>
<td>Total current assets (Add 1a, 1b, 1d and 1e, then subtract 1c)</td>
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</tbody>
</table>

#### 2. Fixed Assets

<table>
<thead>
<tr>
<th></th>
<th>Accumulated Depreciation</th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Buildings (purchase price)</td>
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<tr>
<td>c.</td>
<td>Accumulated depreciation on buildings</td>
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<td></td>
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<tr>
<td>d.</td>
<td>Machinery and equipment (purchase price)</td>
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<tr>
<td>e.</td>
<td>Accumulated depreciation on machinery</td>
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<tr>
<td>f.</td>
<td>Other fixed assets</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>g.</td>
<td>Total fixed assets (Add 2a, 2b, 2d and 2e)</td>
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<tr>
<td>h.</td>
<td>Total depreciation (Add 2c and 2e)</td>
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</tbody>
</table>

#### 3. All Other Assets

<table>
<thead>
<tr>
<th></th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Total loans to partners or shareholders listed in 5 on page 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Itemize by partner or shareholder</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name:</td>
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<td>b.</td>
<td>Loans to others than partners or shareholders</td>
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<tr>
<td>c.</td>
<td>All other assets</td>
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<tr>
<td>d.</td>
<td>Total other assets (Add 3a–3c)</td>
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</tbody>
</table>

#### 4. Total Assets

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<thead>
<tr>
<th></th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td>Add 1f, 2g and 3d</td>
<td></td>
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<tr>
<td>b.</td>
<td>Your share of total assets (Multiply line 4a by your percentage of ownership.)</td>
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</tbody>
</table>
Business/Farm Liabilities

5. Liabilities
   a. Accounts payable
      $___________________________.00
   b. Other current debts
      $___________________________.00
   c. Total current debts (Add 5a and 5b)
      $___________________________.00

6. Long-Term Liabilities
   (Don't include any amount listed above.)
   a. Mortgages on land and buildings
      (Don't include home mortgages.)
      $___________________________.00
   b. Debts secured by equipment
      $___________________________.00
   c. Loans from partner(s) or shareholder(s)
      Itemize by shareholder:
      Name
      $___________________________.00
      Name
      $___________________________.00
      Name
      $___________________________.00
      Name
      $___________________________.00
      d. Other debts
      $___________________________.00
   e. Total long-term debts (Add 6a-6d)
      $___________________________.00

7. Total Liabilities
   (Add 5c and 6e)
      $___________________________.00

8. Your Share of Total Liabilities
   (Multiply line 7 by your percentage of ownership.)
      $___________________________.00

Remarks
Use this space to explain any special circumstances. If more space is required, attach a letter to this form.

Signatures
Father's or Stepfather's signature
Date completed: _______ Day _______ Month _______ Year _______

Mother's or Stepmother's signature
Date completed: _______ Day _______ Month _______ Year _______
VI. SPORTS CAMPS AND CLINICS

1. Sports Camps and Clinics
2. Local Sports Clubs
3. Women’s Golf Private Lessons

ATTACHMENTS
C-1 Sports Camp/Clinic Description Form
C-2 Sports Camp and Clinic Staff Compensation Form
C-3 Sports Camp and Clinic Camper Roster
C-4 Basketball Camp Employment- IAWARP (Individual Associated With A Recruited Prospect)
C-5 Sports Camp and Clinic Description Form (Non-institutional Camp/Clinic)
C-6 Local Sports Club Participation Approval Form
C-7 Boston College Women’s Golf Private Lesson Form
C-8 Football – Non-institutional Camp/Clinics
Sports Camps and Clinics

POLICIES

Institutional Camps & Clinics

- A sports camp or clinic is considered an “institutional” camp or clinic if it is owned or operated in whole or in part by the institution or by an institutional staff member. Therefore, a camp or clinic can be considered “institutional” even if it is held off campus.
- All brochures and advertisements must include language that indicates institutional camps and clinics shall be open to any and all entrants (limited only by number, age, grade level and/or gender).
- Student-athletes employed at a camp or clinic must perform duties that are of a general supervisory character in addition to coaching or officiating. Compensation must be commensurate with the going rate for camp counselors of like teaching ability and camp experience. A student-athlete who only lectures or demonstrates may not receive compensation.
  - No prospective student-athlete is permitted to be employed at a camp or clinic, including concessions employment, unless they have signed an NLI, a financial aid agreement or have made an admissions deposit and must receive approval from the Compliance Office.
- Campus Tours are not permitted to be arranged by the athletics department for prospective student-athletes attending a camp or clinic. If they desire, prospective student-athletes may contact Admissions themselves to arrange for a tour during their camp or clinic.
- The Camp Description Form (Attachment C-1) must be submitted to the Compliance Office at least one month prior to the scheduled camp.
  - Camp websites and/or brochures must be approved by the Compliance Office before going to print.
  - **All Camp Brochures must be placed on the Boston College Camp Website for advertisement.**
- FOOTBALL: Institutional football camps or clinics may only be conducted during two periods of 15 consecutive days in the months of June and July or any calendar week that includes days of those months. These dates must be on file with the Compliance Office. Further, they may only be conducted either on campus, within 50-miles of campus or within Massachusetts.
- BASKETBALL: Institutional men’s & women’s basketball camps and clinics may only be conducted during the months of June, July or August, or any calendar week that includes days of those months. Further, they may only be conducted either on campus or within 100 miles of campus.
- BASKETBALL: Institutional men’s & women’s basketball camps must include an educational session presented in-person or by video detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all participants.
- MEN’S BASKETBALL: All non-Boston College employees and student-athletes must have a completed Basketball Camp Employment-IAWRP Form (Attachment C-4) on file with the Compliance Office prior to the start of the camp or clinic.

Non-Institutional Camps & Clinics

- In sports other than basketball, coaches or athletics department personnel may work at a non-institutional camp or clinic in any capacity as long as they notify the Compliance Office ahead of time so they can ensure that the camp or clinic meets NCAA Bylaws.
- Men’s & Women’s Basketball coaching staffs and non-coaching staff members are not permitted to work non-institutional camps or clinics.
- Football coaching staff and non-coaching staff members are only permitted to work non-institutional camps and clinics during either of the two periods of 15 consecutive days that they have scheduled.
- Coaches and non-coaching staff members must notify the Compliance Office prior to working a non-institutional camp or clinic.
- Countable coaches may have recruiting conversations with prospective student-athletes at a non-institutional camp or clinic as long as it is during a contact period for your sport.
PROCEDURES

The following is due to the Compliance Office no later than one month prior to the proposed institutional camp or clinic:
1. **Camp Description Form (Attachment C-1)** along with a draft of your camp brochure (if applicable). It can be submitted either through JumpForward or in hard copy.
2. **MEN’S BASKETBALL:** (due two weeks prior) **Basketball Camp Employment-IAWRP Form (Attachment C-4)**
3. The Compliance Office will notify the coach when the camp or clinic has been approved by e-mail or through the JumpForward workflow.

The following is due to the Compliance Office no later than one month following the completion of the institutional camp or clinic:
1. **Sports Camp and Clinic Staff Employment Roster Form (Attachment C-2), and**
   a. The Compliance Office will forward to Business Office after approval.
2. **Sports Camp and Clinic Camper Roster Form (Attachment C-3).**

For non-institutional camps and clinics:
1. All Sports other than Football: The **Non-institutional Camp and Clinic Form (Attachment C-5)** must be submitted to the Compliance Office at least one week prior to the beginning of the camp or clinic.
2. **FOOTBALL:** The **MFB Non-institutional Camps and Clinics Form (Attachment C-8)** must be submitted to the Compliance Office one week prior to the beginning of the camp or clinic.
Local Sports Clubs

POLICIES

• The Compliance Office approval must be granted PRIOR to any coaching staff members participating with a local sports club.
• The Compliance Office approval must be renewed each academic year in order to continue participation with a local sports club.
• In Sports other than Basketball, a Boston College coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in the same sport for a local sports club or organization located in Boston College’s home community (50-mile radius of campus).
  o VOLLEYBALL: A volleyball coach’s involvement with a local sports club outside a contact/evaluation period must be included in the institution’s 80-evaluation days.
• If a Boston College coach wishes to organize their own local sports club, such a club must be an established, ongoing club that is engaged in competitive activities and not formed for the sole purpose of providing instruction to prospect.
  o A Boston College coaching staff member who owns or operates a local sports club may employ a student-athlete who is a member of their team with prior approval from the Compliance Office and ensures the student-athletes will not engage in countable athletically-related activities.
• Neither Boston College’s Athletic Department nor a Boston College Booster Club may sponsor a local sports club that includes prospective student-athletes.
• A local sports club may use Boston College facilities, provided the local sports club is charged the same rental rate other outside groups would be charged to use the facilities. See Facilities for further information regarding reservation of facilities.

PROCEDURES

1. Coaches must submit a completed Local Sports Club Participation Approval Form (Attachment C-6) to the Compliance Office in addition to the following prior to working with a local sports club:
   a. A participant roster listing both the addresses of the local sports club participants as well as the distance of the local sports club participants listed on the roster from Boston College to their home address using mapquest.com.
   b. The local sports club’s full and up to date competition schedule.
2. If a student-athlete is employed by a coach, the student-athlete must complete the Employment Agreement Form (Attachment M-6).
Women’s Golf Private Lessons

POLICIES

- An institutional golf coach may conduct private golf lessons to a female prospective student-athlete provided the following conditions are met:
  - The prospect resides within a 50-mile radius of the institution's main campus;
  - The coach makes lessons available to the general public;
  - In women's golf, lessons are only provided to female prospects and the coach is a teaching professional certified pursuant to the Ladies Professional Golf Association (LPGA) and/or Professional Golf Association (PGA) certification program;
  - Fees charged to the prospect are at a rate commensurate with fees charged to all individuals;
  - Fees charged to the prospect are not paid by individuals or entities other than the prospect or her parent or legal guardian; and
  - The institution keeps on file in the office of the director of athletics documentation of the fee charged for the lessons and the name of any individual receiving any portion of the fee.

- The golf coach must notify the Compliance Office PRIOR to any lessons to be granted approval.
- The Compliance Office approval must be renewed for each series of private lessons given.

PROCEDURES

1. Prior to giving lessons, the Coach is required to contact the Compliance Office to complete the Women’s Golf Private Lessons Form (Attachment C-7). This form must be completed for EACH series of lessons.
BOSTON COLLEGE ATHLETICS COMPLIANCE
CAMP/CLINIC DESCRIPTION FORM

Due to Compliance one Month Prior to Camp

GENERAL CAMP INFORMATION:

Name of Camp/Clinic: ____________________________________________
Date(s) of Camp/Clinic: ___________________________________________
Time camp begins (first day): ____________________ Time camp ends (last day): ____________________
Name of Camp Director: __________________________________________

SPORT: ________________________________________________________

ATTENDANCE RESTRICTIONS: (check any restrictions and provide specific limitations on the line provided)

☐ Age _____________________________
☐ Grade Level _____________________________
☐ Gender _____________________________
☐ Number of Participants _____________________________

FACILITIES USED: (check all that apply)

☐ Power Gym
☐ Newton 1 (Field Hockey)
☐ Shea 1 (Football)
☐ Conte Forum Floor
☐ Newton 2 (Soccer/LAX)
☐ Shea 2 (Baseball)
☐ The Plex
☐ Brighton
☐ Shea 3 (Softball)
☐ Other: ____________________________________________

CAMP EMPLOYMENT:

Will a prospect(s) be employed at the camp/clinic?  ☐ Yes  ☐ No

If yes, please attach a list of the prospects who will be employed at your camp/clinic

CAMP REGISTRATION:

Cost to Attend the Camp/Clinic: ____________________________________________

CAMP BENEFITS: The following, if provided, must be included in the cost to attend the camp. Please indicate if you will be providing any of the benefits listed below:

☐ Concessions  If so, what? ____________________________________________ Cost of item(s): __________
☐ Transportation  If so, what? ____________________________________________ Cost of item(s): __________
☐ Merchandise  If so, what? ____________________________________________ Cost of item(s): __________
☐ Awards  If so, what? ____________________________________________ Cost of item(s): __________
☐ Meal(s)  If so, what? ____________________________________________ Cost of item(s): __________
☐ Lodging  If so, where? ____________________________________________ Cost of item(s): __________

Please keep in mind, transportation must be available to all camp participants.

All camp advertisements (brochures, website, etc.) must indicate that the camp or clinic is open to any and all entrants and limited only by the restrictions to the left.

Compliance Office 6/16
**CAMP DISCOUNTS:** Camp discounts include, but are not limited to: early registration, military discount, BC employee discount, or a group discount. Please list any/all discounts that will be available.

<table>
<thead>
<tr>
<th>Name/Type of Discount</th>
<th>Reduced Registration Fee</th>
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**REGISTRATION, PAYMENT & ADVERTISING:**

<table>
<thead>
<tr>
<th>REGISTRATION</th>
<th>PAYMENT</th>
<th>ADVERTISING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Online</td>
<td>Mass Email</td>
</tr>
<tr>
<td>Through mail</td>
<td>Through mail</td>
<td>Mass Printed Mailing</td>
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<tr>
<td>Through phone</td>
<td>Through phone</td>
<td>Recruiting Publication Advertisement</td>
</tr>
</tbody>
</table>

**REFUNDS:**
The camp refund policy must be attached to this form.

**All refunds must be approved by the Compliance Office.**

*I certify that I have filled out this form correctly and accurately to the best of my knowledge. I understand that failure to provide accurate information on this form, or failing to abide by all NCAA rules and regulations may result in a NCAA violation. Further, this may result in a delay or reduction of camp proceeds.*

Coach Signature: ___________________________ Date: ______________

**CAMP APPROVAL WORKFLOW**

Facilities Approval: ___________________________ Date: ______________

Compliance Approval: ___________________________ Date: ______________

Business Office Approval: ___________________________ Date: ______________
Per NCAA Bylaw 13.12.2.2, *High School, Preparatory School, or Two-Year College Coaches*, a member institution or employees of its athletics department may employ coaches outside of its athletic program staff, provided:
- the coach receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience; and
- the coach is not paid on the basis of the value the coach may have for the employer because of the coach's reputation or contact with prospects.

Per NCAA Bylaw 13.12.2.1, *Student-Athletes*, a student-athlete may be employed at any camp provided:
- the student-athlete performs duties that are of a general supervisory character in addition to any coaching or officiating assignments.
- compensation shall be commensurate with the going rate for camp counselors of like teaching ability and camp experience and may no be paid on the basis of the value that student-athlete may have for the employer.

Please complete the following chart in its entirety. Include all members of the staff.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name of Camp</th>
<th>Camp Dates</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Baldy Baldwin (example)</td>
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<td>Baldy Baldwin (example)</td>
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<td>Baldy Baldwin (example)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Address</th>
<th>Affiliation</th>
<th>If SA Eagle ID#</th>
<th>Duties Performed</th>
<th>Rate</th>
<th>Total Pay</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldy Baldwin (example)</td>
<td>123 Main St, Newton, MA 02458</td>
<td>student athlete</td>
<td>coach/admin staff/instructor…</td>
<td>$75/day</td>
<td>$150.00</td>
<td>hold</td>
<td></td>
</tr>
<tr>
<td>Baldy Baldwin (example)</td>
<td>124 Main St, Newton, MA 02458</td>
<td>outside staff</td>
<td>speaker/trainer/coach…</td>
<td>$150.00</td>
<td>$150.00</td>
<td>mail</td>
<td></td>
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<tr>
<td>Baldy Baldwin (example)</td>
<td>125 Main St, Apt 45, Newton, MA 02458</td>
<td>BC Student</td>
<td>staff asst</td>
<td>$8/hr</td>
<td>$160.00</td>
<td>hold</td>
<td></td>
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<tr>
<td>Baldy Baldwin (example)</td>
<td>-- (not necessary)</td>
<td>BC Trainer</td>
<td>trainer</td>
<td>$50/day</td>
<td>$100.00</td>
<td>-</td>
<td></td>
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<tr>
<td>Baldy Baldwin (example)</td>
<td>-- (not necessary)</td>
<td>BC Coach</td>
<td>director</td>
<td>$100.00</td>
<td>$100.00</td>
<td>-</td>
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Camp Director Signature ______________________________ Date ________________

Compliance Approval ______________________________ Date ________________

Attachment C-2

BC Compliance Office 07/16
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<tr>
<th>Name</th>
<th>Home Address</th>
<th>Affiliation</th>
<th>If SA Eagle ID#</th>
<th>Duties Performed</th>
<th>Rate</th>
<th>Total Pay</th>
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<td>Age</td>
<td>Grade</td>
<td>Amount Paid</td>
<td>Discount Received</td>
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1. NCAA rules prohibit an institution from employing (on a volunteer or paid basis) an individual associated with a recruited men’s basketball prospective student-athlete (PSA) (grades 7-12) at the institution’s camps or clinics.
2. Definition of “recruited” PSA - a men’s basketball prospect (grades 7-12) is considered to be recruited if any of the following have occurred:
   a. PSA made an official (paid) visit to Boston College (BC);
   b. PSA’s attendance at a BC camp has been solicited by BC’s men’s basketball staff or a BC booster;
   c. BC’s men’s basketball program has provided recruiting materials (e.g., e-mails, letters) to the PSA (or an individual associated with the PSA) designed to solicit the PSA’s enrollment at BC;
   d. BC coach or staff member has had an arranged, in-person, off-campus encounter with the PSA or the PSA’s parents, relatives or legal guardians;
   e. BC has initiated or arranged a telephone contact with the PSA, the PSA’s relatives or legal guardians, on more than one occasion for the purpose of recruitment;
   f. PSA has received a verbal or written offer of athletics aid from BC;
   g. PSA has verbally committed to attend BC;
   h. An institutional coaching staff member has had any recruiting contact [including in-person or electronic contact (e.g., telephone calls, video conference, and electronic correspondence)] with the PSA (including contact initiated by the PSA).
3. A PSA retains recruited status with regard to BC until he enrolls at another NCAA institution or has exhausted his eligibility at BC.
4. Given these regulations, BC requests that you disclose any association with any PSA who is being recruited or has been recruited by BC and still meets the definition of a recruited PSA. Examples of associations include, but are not limited to the following:
   a. Parent/Legal Guardian/Relative/Family Friend
   b. High school or middle school boys basketball coach (paid or volunteer)
   c. High school or middle school athletics director
   d. Recruiting/scouting service/consultant (paid or volunteer)
   e. Non-scholastic/AAU coach
   f. Personal trainer/private coach
   g. Family spokesman/advisor/representative

CAMP EMPLOYEE SIGNATURE (Please check one)
☐ NO, I am NOT associated with any prospect(s) who is or was recruited by Boston College.
☐ YES, I am associated with a prospect(s) who is or was recruited by Boston College and has eligibility remaining.
If yes, please provide the name(s) of the recruited prospect(s) with whom you are associated, your affiliation(s) with the prospect, the length of relationship with the prospect, and your place of employment:

By signing below, I affirm that I have read and I understand the definition of a recruited prospect and I have disclosed any association that I have with any recruited prospect of Boston College. Additionally, if any information changes after I submit this form I will notify the men’s basketball staff and the Compliance Office. Failure to complete this form accurately and provide Boston College with up-to-date information could result in NCAA violations for the men’s basketball program and will result in my termination of employment in current and future men’s basketball summer camps.

Print Name __________________________ Signature __________________________ Date __________

BOSTON COLLEGE HEAD COACH CONFIRMATION - By signing below, I affirm that, to my knowledge, the individual completing this form is not associated with any PSA who is or was recruited at Boston College

Men’s Basketball Head Coach Signature __________________________ Date __________

Compliance Office Approval __________________________ Date __________
Noninstitutional Camp/Clinics

In accordance with NCAA Bylaw 13.12.2.3.6, *Other Noninstitutional Privately Owned Camps/Clinics*, an institution’s athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, and consultant) in a noninstitutional, privately owned camp or clinic, provide the camp or clinic is operated in accordance with restrictions applicable to institutional camps. More specifically:

- An institution’s football and basketball coaches and their non-coaching staff members with sport-specific responsibilities may not work outside camps, as they are limited to being employed only at their own institution’s camps/clinics.
- In the sport of football, participation is limited to on-field Graduate Assistants (one camp each) during two periods of 15 consecutive days in the months of June and July or any calendar week that includes days of those months (as identified by football staff for institutional summer camps).
- In the sport of women’s volleyball, a coach or staff member with responsibilities specific to women’s volleyball may not be employed (salaried or a volunteer basis) in an institutional camp or clinic, or a noninstitutional privately owned camp or clinic conducted off the institution’s campus during a quit period.
- The purpose of the camp or clinic must be designed to improve overall skills and general knowledge in the sport. The camp or clinic should include specialized instruction and may not be conducted as a tryout camp devoted primarily to agility, flexibility, speed and strength tests for prospects.
- The camp or clinic shall be open to any and all entrants limited only by number, age, grade, and/or gender. The camp or clinic may not select participants on an invitation-only basis or reserve spots for specific prospects.
- Promotional materials for the camp must indicate that the camp is open to any and all entrants.
- The camp or clinic shall not employ or give free or reduced admission privileges to any high-school, preparatory school or two-year college athletics award winner.
- A representative of an institution's athletics interests shall not pay a prospect's expenses to attend the sports camp or clinic.
- The camp or clinic shall not permit or arrange for a prospect to operate concessions to sell items related to or associated with the camp.
- Awards or gifts (i.e., t-shirts) provided by the camp or clinic must be included in the admission fees charged to the participants in the camp or clinic.
- No coach may serve (either on a salaried or a volunteer basis) in any capacity in a camp or clinic established, sponsored, or conducted by an individual or organization that provides recruiting or scouting services concerning prospects.

I understand the NCAA regulation set forth above regarding the restrictions in place for *Other Noninstitutional Privately Owned Camps/Clinics*. My signature certifies that the camp/clinic named below is operated in accordance with NCAA Bylaw 13.12.2.3.6, as described above.

Camp Name: ____________________________________________________________

Camp Dates: __________________________________________________________

Camp Website: _________________________________________________________

Signature of BC Staff Member: ___________________________ Date: __________

Signature of Camp/Clinic Representative: ___________________________ Date: __________

Compliance Office Approval: ___________________________ Date: __________

For Questions, please contact the BC Compliance Office at (617) 552-4518
LOCAL SPORTS CLUB PARTICIPATION APPROVAL FORM

Compliance approval must be granted PRIOR to any coaching staff members participating with a local sports club. Compliance approval must be renewed each academic year in order to continue participation with a local sports club.

An up to date roster listing both the participants’ addresses and the distance between the participants’ addresses and Boston College (mapquest.com) must be attached as well as a competition schedule.

Coaches Name: ___________________________  Sport: _________________

Local Sports Club Information

Club Name: __________________________________________
Location: ____________________________
President/CEO: ______________________________
Facilities Used: ______________________________
How long has club been established? ______________________________
How many teams are in the club? ______________________________
Number of participants on team? ______________________________
Ages of participants on team? ______________________________

Will there be student-athletes working with the club team?

☐ Yes*  ☐ No

Names: __________________________________________
________________________________________
________________________________________
________________________________________

ATTACHED:  ☐ Competition Schedule  ☐ Team Roster (name, address, distance from BC)

I hereby verify that I have submitted accurate information regarding this local sports club. All of the participants live within a 50 mile radius of Boston College or satisfy the NCAA Bylaw 13.11.2.4.1 exception. In addition I will notify Compliance of any changes to this local sports club. I will not participate in any activity with the local sports club until I receive final approval from Compliance.

Coach’s Signature ___________________________  Date ________________

Compliance Approval ___________________________  Date ________________

Attachment C-6

BC Compliance Office 07/16
Per NCAA Bylaw 13.11.3.6 (Private Lessons, Women's Golf and Equestrian Exception) an institution's women's golf coach may teach private lessons to a prospect in their respective sport, provided the following conditions are met:

(a) The prospect resides within a 50-mile radius of the institution's main campus;
(b) The coach makes lessons available to the general public;
(c) In women's golf, lessons are only provided to female prospects and the coach is a teaching professional certified pursuant to the Ladies Professional Golf Association (LPGA) and/or Professional Golf Association (PGA) certification program;
(d) Fees charged to the prospect are at a rate commensurate with fees charged to all individuals;
(e) Fees charged to the prospect are not paid by individuals or entities other than the prospect or her parent or legal guardian; and
(f) The institution keeps on file in the office of the director of athletics documentation of the fee charged for the lessons and the name of any individual receiving any portion of the fee.

Prior to giving lessons, the Coach is required to contact the Compliance Office (617-552-4518) to complete any necessary employment paperwork, including the form below, which must be completed for EACH series of lessons:

To be completed by the Coach for each lesson given to a PSA:

Name of Lesson Recipient: ________________________________________________________________________
Address of Lesson Recipient: _______________________________________________________________________
Location of Lesson (Facility, City/State): ______________________________________________________________
Cost of Lesson: ___________________________________________________________________________________
Person Responsible for Payment: _____________________________________________________________________
Relationship to Lesson Recipient: _____________________________________________________________________
Payment Type (cash, check, etc.): _____________________________________________________________________

I certify that the above information is complete and accurate, and that I have followed all applicable NCAA regulations concerning fee-for-lesson compensation.

Signature of Coach        Date

I certify that the above information is complete and accurate regarding the lesson I have received.

Signature of Lesson Recipient    Date           Phone Number
Football - Noninstitutional Camp/Clinics

Boston College athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, and consultant) in a noninstitutional, privately owned camp or clinic, provide the camp or clinic is operated in accordance with restrictions applicable to institutional camps.

Camp/Clinic Name: ________________________________     Camp/Clinic Date(s): __________________

Camp/Clinic Location: ________________________________

Camp or Clinic Restrictions (To be completed by the Camp Director – Please check all that apply)

- The camp or clinic is open to any and all entrants (limited only by number and age). The camp or clinic may not select participants on an invitation-only basis or reserve spots for specific prospects.
- The camp or clinic is not established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects.
- The camp or clinic does not employ (even on a voluntary basis) or give free or reduced admission privileges to any high school, preparatory school or two-year college athletics awards winner or any Boston College prospective student-athlete.
- The purpose of the camp or clinic is designed to improve overall skills through specialized instruction and is not a tryout camp devoted primarily to agility, flexibility, speed and strength tests.
- The camp or clinic does not permit or arrange for a prospective student-athlete to operate a concession stand or a stand to sell items related to or associated with the camp.
- There will be no recruiting activities (e.g., recruitment presentations, highlight videos, posters).
- The cost of the awards provided at the camp or clinic are included in the admission fees charged to the participants of the camp or clinic.
- A booster is not paying for any Boston College prospective student-athlete to attend the camp or clinic.

The following coaches will be employed at the camp or clinic:

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<tr>
<th>Name</th>
<th>Camp Role (e.g., Coach)</th>
<th>Paid?</th>
<th>Travel?</th>
<th>BC Coach’s Signature</th>
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I certify that I understand the above statements and that all information listed is accurate. If at any time, the information listed above changes, I will contact the Boston College Compliance Office to provided updated information.

______________________________     ____________________________
Camp Director – Print Name     Date

______________________________     ____________________________
Camp Director – Signature     Cell Phone Number

For Compliance Use Only:

- Camp Meets NCAA Standards – Permissible
- Camp Does Not Meet NCAA Standards – Impermissible

______________________________     ____________________________
Compliance Signature     Date
VII. **RULES EDUCATION**

1. Rules Education Philosophy

ATTACHMENTS

RE-1 Quick Guide to NCA Rules for Eagle Parents
RE-2 Eagle Education: A Guide to NCAA Regulations
Rules Education Philosophy

Boston College NCAA rules education is the responsibility of the Boston College Athletics Department Compliance Office. The Compliance Office has the responsibility of educating the following constituent groups with regards to NCAA rules that affect each group.

Constituent Groups
- Student-athletes and family members
- Athletics Department coaches and staff
- University staff (Compliance Related Responsibilities)
- Supporters of Boston College Athletics (Friends of Athletics)
- University Leadership
- Local businesses and sponsors

EDUCATIONAL INITIATIVES:

Student-Athletes and Family Members
- Compliance meetings in the fall and spring by sport
- Student-Athlete Handbook
- Meetings, as needed, throughout the academic year related to agents and advisors
- Rules reminders sent to student-athletes (e.g., outside aid mailing in summer, gambling)
- Eligibility letters sent to students in jeopardy of losing eligibility
- In-person meeting with SAAC each semester
- Annual Parents Brochure (Attachment RE-1)
- Postseason Reminders (if applicable)


Coaches and Staff
- New Employee Orientation Program – All new athletic department staff and coaches go through an orientation that introduces the employee to Boston College policies and procedures and compliance rules.
- Sport specific recruiting and compliance meetings.
- Monthly Department Coaches Meetings.
  - All Coaches receive an email with coaches meeting agenda & handouts. In addition, if an individual a sport meeting occurs, they will be forwarded that information as well. Compliance educational website (http://www.bceagles.com/sports/2015/8/21/GEN_0821151049.aspx?id=19)
- Monthly Compliance Educational Newsletter during the academic year.
- Annual compliance meeting with each support unit within the athletic department.
- Hot topics - Sent to applicable parties as needed. (on-going/year round)
- All coaches & Departments receive a Boston College Athletics Department Compliance Manual outlining policies and procedures and are alerted to its existent on the Compliance Educational Website.

University Staff
- Annual educational meetings with other campus wide departments with compliance-related responsibilities:
  - Admissions
  - Learning Resources for Student-Athletes and tutors
  - Office of Student Services (e.g., Financial Aid, Registrar)
- Hot topics - Sent to applicable parties as needed. (on-going/year round)
Supporters of Boston College Athletics (Friends of Athletics)

- A rules pamphlet is sent to all season ticket holders and Alumni through the Ticket Office and the Development Office (Attachment RE-2).
- Compliance will produce two (2) friends of athletics educational newsletters on an annual basis to be disseminated by the Development Office.
- Annual meeting with the presidents of the formal “Friends Groups” to reiterate rules.
  - Associate Athletic Director assigned to “Friends Group” is responsible for disseminating rules information to members at meetings.
- Annual local business, car dealership, hotel and sponsors educational document sent.

University Leadership

- A rules pamphlet is sent to member of the Board of Trustees
- Monthly Compliance Educational Newsletter
Dear Eagle Parents,

Boston College is proud of its great tradition in intercollegiate athletics. We are committed to providing the support and assistance our student-athletes need to excel in the classroom and on the playing field. To meet our expectations, we all must abide by all NCAA, Conference, and Boston College rules and regulations.

Please use this brochure as a basic guide to do your part in meeting our mission of promoting an atmosphere of compliance. Enclosed you will find general information pertaining to the rules that can affect your son’s or daughter’s eligibility as a student-athlete.

Go Eagles!

Regards,

Carly Pariseau
Associate Athletics Director- Compliance and Student Support

www.bceagles.com/compliance
NCAA Bylaw 12 — Amateurism

AGENTS/ADVISORS
Per NCAA legislation, the term “agent” refers to professional sports agents, financial advisors, or “runners.” Each agent must be registered with BC Compliance. Please remember as a parent/legal guardian, you and the student-athlete may engage in conversation with professional sports agents, but may not sign a contract or agree to representation verbally. A student-athlete’s eligibility will be in jeopardy if a family member, friend, or former coach accepts any benefits or promise of a benefit from an agent. The Compliance Office should be notified about any meetings with agents to ensure the amateur status of the student-athlete.

HELPING YOUR SON OR DAUGHTER MAINTAIN AMATEUR STATUS
A student-athlete must maintain his/her amateur status as a student-athlete to remain eligible to practice and compete at Boston College. A student-athlete will lose amateur status and become immediately ineligible if any of the following occurs:

- He/she is paid, or provided any sort of benefit, or accepts the promise of pay for participating in an athletics contest;
- He/she signs a professional contract or verbally accepts an offer of representation from an agent of a professional sports organization;
- He/she requests that his/her name be placed on a professional league’s draft list;
- He/she competes on a professional athletics team; or
- He/she participates on an amateur sports team and receives, directly or indirectly, expenses greater than actual and necessary expenses related to the competition.

PROMOTIONAL ACTIVITIES
Student-athletes may only participate in promotional activities involving BC, charitable, educational or nonprofit entities. It is not permissible for student-athletes to endorse any commercial product or service, including a family business. All promotional activity requests must be approved by BC Compliance.
NCAA Bylaw 13 — Recruiting

PROSPECTIVE STUDENT-ATHLETES

A prospective student-athlete is any student that has started 9th grade and remains a prospect until the individual enrolls at BC or begins preseason practice. It is only permissible for a parent of a BC student-athlete to have in-person, on-campus contact or conversations on campus during a prospect’s visit.

RECRUITING WARNING

NCAA rules restrict recruiting activities to designated BC coaches and staff. It is not permissible to have telephone contact or written contact (e.g., email, text message, Facebook, Twitter, etc.) with a prospect or their parents. In addition you cannot provide any benefits such as meals, lodging, transportation, complimentary admission, loans or employment.

NCAA Bylaw 14 — Eligibility

SEASONS OF COMPETITION—“FIVE YEAR CLOCK”

Student-athletes are permitted four years of eligibility in any one sport within five calendar years. The “clock” starts when the student-athlete initially registers in a regular academic term of an academic year for a minimum full-time (12 credit hours) program of studies and attends class on the first day.

A student-athlete uses a season of competition if they participate in any competition regardless of length of time, during a season. A student-athlete who does not compete at all during one of their seasons will not use a season of competition; commonly called a “red-shirt year”. There are limited exceptions to this rule. One that comes up often is a medical hardship waiver. A student-athlete is only eligible for a medical hardship waiver if the student-athlete sustains a season ending injury in the first half of the championship season AND has competed in less than 30% of the competitions. If a student-athlete is granted a medical hardship waiver, then the student-athlete will be reissued the season of competition.
ELIGIBILITY FOR PRACTICE AND COMPETITION

In order to be eligible for practice and competition a student-athlete must be in good academic standing with BC, in addition to meeting NCAA regulations.

At BC, a student is generally expected to enroll in and pass 15 credit hours per semester to avoid acquiring deficiencies. As long as a student-athlete follows this general rule, they will likely meet the academic requirements of the NCAA. NCAA requires a student-athlete to be enrolled full-time in a program of study (i.e., 12 credit hours) and to meet progress towards a degree.

Student-athletes who fail to meet NCAA and/or BC academic requirements will be rendered ineligible for competition until their deficiency has been corrected. Additionally, student-athletes that drop below full-time will be prohibited from participating in

ELIGIBILITY FOR POST-SEASON COMPETITION

If post-season competition occurs between terms (e.g., winter break, summer vacation), a student-athlete must be deemed eligible for competition. In order to be eligible for competition, a student-athlete must have passed at least six degree applicable credits the previous academic term.

CONTINUING ELIGIBILITY

NCAA requires that a student-athlete progress towards completion of a baccalaureate degree to maintain eligibility for competition. There are academic benchmark and requirements for each semester and academic year. Additionally, a student-athlete needs to meet the GPA requirements to remain eligible for competition.

Student-athletes that do not meet the required academic benchmarks and requirements will be rendered ineligible for competition until their academic deficiency has been corrected. Student-athletes are encouraged to consult with the Learning Resources for Student-Athletes Office (LRSA) or the Compliance Office for guidance on maintaining their eligibility.

For more detailed information, please see the chart on the next page.
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<th>Enrollment Year</th>
<th>Requirements</th>
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| During First Year of Enrollment | - Complete at least 12 credits per term  
- Pass at least six credits per term  
- Pass at least 18 credits during academic year  
- MFB Only—Pass nine credits in the fall term |
| Entering 2nd Year of Enrollment | - Pass at least 24 credits from previous fall, spring, summer  
- Pass at least six credits per term  
- Pass at least 18 credits during academic year  
- 90% of GPA requirement for graduation each term  
- MFB Only—Pass nine credits in the fall term |
| Entering 3rd Year of Enrollment | - Complete at least 40% of degree credit requirements  
- Declare a major program of study  
- Pass at least six credits per term  
- Pass at least 18 credits during academic year  
- 95% of GPA requirement for graduation each term  
- MFB Only—Pass nine credits in the fall term |
| Entering 4th Year of Enrollment | - Complete at least 60% of degree credit requirements  
- Pass at least six credits per term  
- Pass at least 18 credits during academic year  
- 100% of GPA requirement for graduation each term  
- FB Only—Pass nine credits in the fall term |
| Entering 5th Year of Enrollment (if applicable) | - Complete at least 80% of degree credit requirements  
- Pass at least six credits per term  
- Pass at least 18 credits during academic year  
- 100% of GPA requirement for graduation each term  
- FB Only—Pass nine credits in the fall term |
NCAA Bylaw 15 — Financial Aid

LIMITATIONS ON ATHLETICS AID

A student-athlete may not receive athletics aid in excess of the cost of attendance. The cost of attendance consists of tuition, fee, room, board, books, miscellaneous expenses and travel allowance.

All athletics grant-in-aid contracts remain in effect for the applicable academic year (s). An athletics scholarship may be increased at any time and for any reason, subject to the decision of the coaching staff. During the academic year, a student-athlete’s aid may be reduced or canceled for any of the following reasons:

- Renders himself/herself ineligible for competition;
- He/she fraudulently misrepresents any information on any BC or Boston College Athletics forms, contracts, or applications;
- He/she engages in serious misconduct warranting substantial disciplinary penalty; or
- He/she voluntarily withdraws from the team at any time for personal reasons.

Please note that some student-athletes will be subject to taxation. The student-athlete is responsible for any tax liability.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The FAFSA form must be completed and on file annually with the Office of Financial Aid to determine Federal Pell Grant eligibility.

OTHER FINANCIAL AID

In addition to individual limits, there are NCAA team limits on the amount of athletic aid that a team is permitted to award. Other aid could be considered countable aid any count against the team limits (e.g., BC Grant, BC Scholarship).

Any student-athlete receiving an athletic scholarship must notify their coaching staff and the Compliance Office of their intent to accept additional aid. NCAA limits may prohibit a student-athlete from accepting additional financial aid.
**NCAA Bylaw 16 — Benefits**

**BOOSTER DEFINITION**

Per NCAA legislation, once an individual becomes a booster, they maintain that status. A BC booster is anyone who has met any of the following:

- Is a member of any organization that promotes BC’s athletics program (e.g. Flynn Fund);
- Has made a financial contribution to BC athletics or any of its booster organizations;
- Has provided benefits (e.g. summer jobs, occasional meals, etc.) to current student-athletes; or
- Has, in any way, promoted a BC athletics program

**EXTRA BENEFIT**

An extra benefit is any special arrangement by a BC employee, booster, or outside entity to provide a student-athlete and/or his/her family and friends with a benefit that is not provided to the general public. Extra benefits include, but are not limited to:

- Use of a vehicle or help purchasing a vehicle
- Free or reduced products (e.g., food, clothing, phones, etc.)
- Free or reduced services (e.g., haircuts, tattoos, etc.)
- Free or reduced lodging
- Free or reduced tickets to sporting events
- Free or reduced airfare or other transportation costs
- A loan or co-signing on a loan
- Any form of payment

*If a parent, family member or friend accepts a benefit that is against NCAA legislation, it will impact the eligibility of the student-athletes.*

**COMPLIMENTARY TICKETS**

Complimentary tickets can only be provided through a pass list. At the discretion of BC, a student-athlete may receive up to four tickets during the regular season, and up to six tickets for postseason in the sport in which the student-athlete competes. Neither the student-athlete nor the individual(s) designated to receive the complimentary ticket may receive payment or any form of compensation in exchange for a complimentary ticket.
NCAA Bylaw 17— Playing & Practice

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)

CARA is defined as any required activity with an athletic purpose involving student-athletes at the discretion of or supervised by one or more of BC’s coaching staff. Administrative activities and team travel do not count as CARA.

Hour limitations DURING the declared playing and practice season:
- Maximum of 20 hours per week
- Maximum of four hours per day (except golf)
- Required one day off per week
- Multisport participants are limited to 20 hours per week.

Hour limitations in the OUT OF SEASON segment:
- Maximum of eight hours per week with not more than two hours of individual skill instruction (film review in football)
- Required two days off per week
- Only required weight training, conditioning and skill instruction permitted
- No CARA permitted during vacation periods

The following principles apply when recording time limitations:
- Competition equals three hours, regardless of sport and duration of time
- Does not apply to preseason and vacation periods
- No CARA permitted after competition

OUTSIDE COMPETITION

During the academic year, the only team that a student-athlete is permitted to compete for is Boston College. Competing with another team will jeopardize the eligibility of the student-athlete. The only exceptions to this rule are for national team training and competitions. All competitions must be approved by the Compliance Office in advance.

In sports other than Basketball:
- A student-athlete may compete outside of the declared playing season as a member of an outside team as long as it is during a vacation period.
- Certain sports have limits on the number of student-athletes that can be on one single team.
- During the academic year, a student-athlete can compete unattached. The student-athlete cannot represent BC or use any BC apparel or equipment.

In the sport of Basketball, at no time is a student-athlete permitted to participate with an outside team.
EMPLOYMENT

As a parent or legal guardian of a student-athlete, it is important to be aware of student-athlete employment legislation to encourage compliance with NCAA rules. All student-athlete employment must be on file and approved by the Compliance Office. The following guidelines must be followed to ensure eligibility:

- All earnings from employment must be comparable with the going rate in that locale for the type of work actually performed.
- The student-athlete must be paid in check form (Exceptions: Tips as waiter/waitress, etc.)
- Transportation to and from work may not be provided by the employer.
- The student-athlete’s employer may not provide him/her with any benefit or privilege that is not provided to all employees (e.g., meals, entertainment, clothing, etc.).

GAMBLING

Student-athletes may not participate in any form of gambling activity involving intercollegiate or professional athletics. Gambling is defined as placing something of value at risk in anticipation of winning something of greater value. A student-athlete is prohibited from:

- Providing information to individuals involved in organized gambling activities;
- Soliciting or accepting a bet on any intercollegiate or professional team or competition for any item (e.g., cash, apparel, dinner, etc.) that has tangible value; or
- Participating in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, parlay card, online site or any other method employed by organized gambling.

Please remember that gambling includes, but is not limited to:

- ANY wager related to a game, be it between friends, relatives, acquaintances, or strangers;
- ALL pools, regardless of who sets them up;
- Picking “squares” or boxes”, where the pay-outs are typically determined by the scores of the respective teams; and
- Fantasy/rotisserie teams and leagues.

These examples are by no means exhaustive; they are meant to merely provide a representative cross-section of gambling methods.
The mission of the Compliance Office is to provide guidance to the entire Boston College community about the rules, regulations and standards which mandate integrity and fair play in all our affairs. Above all else, we exist to promote and protect the health and well-being of our student-athletes, our Department of Athletics and the University.

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Other sources of information:

NCAA - www.ncaa.org

NCAA Eligibility Center - www.eligibilitycenter.org

To submit an anonymous potential NCAA violation:
EMPLOYMENT

PROSPECTIVE STUDENT-ATHLETES

Contact may be made between a prospect and a donor or booster to arrange summer employment after the prospect has signed a National Letter of Intent.

ENROLLED STUDENT-ATHLETES

Employment may be arranged for the academic year and summer at any time once the student-athlete enrolls at BC.

Rules to Remember:

Providing employment to a prospect or enrolled student-athlete must be approved by the Compliance Office by completing the appropriate paperwork and specifies the following:

◊ The prospect or student-athlete receives only remuneration for the value of the work, not because of reputation, fame or athletic ability.

◊ The prospect or student-athlete is to be compensated only for work actually performed.

◊ The prospect or student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.
ENROLLED STUDENT-ATHLETES

An ENROLLED STUDENT-ATHLETE is … a student who presently is participating in athletics or has completed his/her eligibility but is still enrolled at the institution.

An EXTRA BENEFIT is … any special gift or arrangement provided to an enrolled student-athlete, relative, or friend that is not available to the general student body of the institution or expressly authorized by NCAA legislation.

Extra Benefits PROHIBITED would include: (not all-inclusive)

- Cash or loans in any amount, or signing or cosigning for a loan for a student-athlete or a member of their family;
- Gifts of any kind, including birthday cards and holiday gifts, clothing and entertainment, or cars to student-athletes or their families;
- Special discounts for goods and services (e.g., car repairs, legal services, meals) to student-athletes or their families;
- Free housing or reduced-rent housing to student-athletes or their families;
- Purchasing complimentary admissions from a student-athlete (i.e., paying for the use of the athlete’s game-day pass);
- Awarding an honorarium to a student-athlete for a speaking engagement;
- Free telephone or cellular phone usage by a student-athlete;
- Room, board, transportation or any other special arrangement for a student-athlete’s family or friends.

RECRUITING

Donors, boosters and other representatives of athletics interests are prohibited from making contact with a prospect for the purpose of encouraging participation in the BC athletic programs.

- The student remains a prospect even after signing a National Letter of Intent or financial aid award.
- The prospect remains a prospect until the start of classes or until the official beginning of team practice prior to the start of classes.

IMPERMISSIBLE ACTIVITIES: (not all-inclusive)

- A donor or booster may not have any contact with a prospect. Contact includes phone calls, letters, faxes or through social media.
- A donor or booster may not provide tickets, transportation, or room and board for a prospect, coach, or relative to visit the campus.
- A donor or booster may not entertain in any way or give gifts, benefits, and free or reduced services to any prospect, coach or relative.
- A donor or booster may not contact a prospect’s coach, principal, or counselor in an attempt to evaluate the prospect.
- A donor or booster may not co-sign a loan, loan their automobile or pay for summer camps registration fees.

PERMISSIBLE ACTIVITIES:

- A donor or booster may view a prospect’s game as long as no contact is made.
- If an established relationship already exists between donor or booster and prospect, the relationship may continue as long as these relationships are not for recruitment purposes.
- If unavoidable incidental contact occurs, only normal greetings may take place.
- A donor or booster may receive calls from prospects only if the prospect initiates the call and no recruitment takes place during the conversation. Limit only information to the university in general.

DONORS-BOOSTERS

Representatives of Athletics Interest

You are a representative of athletics interest if:

- You participate in or have been a member of any donor, booster or alumni groups;
- You make or have made a donation to any of the BC athletic programs;
- You provide or have helped to arrange employment or student-athletes;
- You have been involved in promoting BC athletics in any way;
- You are the parent or legal guardian of an enrolled student-athlete; or
- You participated as a varsity athlete at BC.

According to NCAA rules, once an individual has been identified as an institutional “representative of athletics interest” the individual retains that title for life.

Remember, as a representative of athletics interest, you are responsible for making the BC Compliance Office immediately aware of any infractions that you know have occurred. Even if the violation is unintentional, the eligibility of a prospect or enrolled student-athlete could be in jeopardy.
# VIII. MISCELLANEOUS INFORMATION

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## ATTACHMENTS

- M-1 Occasional Meal/Reasonable Refreshments Request Form
- M-2 Team Entertainment Request Form
- M-3 Outside Competition Participation Request Form
- M-4 Employment Agreement Form
- M-5 Boston College Student-Athlete Fee-for-Lesson Form
- M-6 Banquet/Awards Prior Approval Form
- M-7 Institutional, Charitable, Educational or Non-Profit Promotions Individual Release Statement
- M-8 Fundraising Donation Request Form
- M-9 Boston College Agent Registration Form
- M-10 Boston College Agent Renewal Form
Reporting Potential NCAA Rules Violations

POLICIES

- Boston College is committed to the principle of institutional control and responsibility which obligates it to be in compliance with the rules and regulations of the National Collegiate Athletic Association (NCAA), the conference, and the institution. The President has overall responsibility for this control and the administration of all aspects of the intercollegiate athletics program.
- Boston College will monitor the intercollegiate athletic program to assure compliance and to identify and report to the NCAA Enforcement Staff instances in which compliance has not been achieved.
- Boston College will conduct all investigations of NCAA legislation under the guidelines of this policy and NCAA and conference legislation.
- The Associate Athletics Director for Compliance (AADC) is principally responsible for monitoring athletics compliance. This position reports to the Director of Athletics but is authorized by the President to report compliance matters directly to the Faculty Athletics Representative (FAR) and/or the Office of General Counsel (OGC).
- Boston College prohibits, and will appropriately address, any form of retaliation against any faculty, staff, or student who reports a possible compliance violation or is involved in an investigation or inquiry under this policy.
- Any questions about this policy and its application may be addressed to the AADC, the OGC, or the President.

PROCEDURES

REPORTING OBLIGATIONS AND INITIAL REVIEW

1. Any coach, employee, student-athlete, or other individual associated with the athletics department or an employee of the institution who has NCAA compliance responsibilities must notify appropriate institutional officials immediately of any possible violation of the institution or conference policies and procedures or NCAA legislation that involves the institution. A failure by any of these individuals to report a violation may result in employment or other disciplinary actions taken against the individual.
   a. Notification may take place by contacting (personally or by telephone or electronic mail) the AADC. If the violation involves the AADC, the FAR and the Director of Athletics must be notified. Reporting this information to the head coach of the involved sport does not meet this reporting obligation.
2. If a coach, employee, or student-athlete is self-reporting a violation, he or she may be asked to put information about the possible violation in writing. This information may include:
   a. Date of possible violation;
   b. Individual(s) involved;
   c. Description of the possible violation(s);
   d. The means by which the individual learned of the information;
   e. Reason(s) why the individual believes that a violation may have occurred; and
   f. A statement of actions that have been taken and/or that the individual recommends be taken to help prevent a similar violation from recurring in the future.
3. Upon being informed of a possible violation, the AADC will promptly conduct a brief, preliminary inquiry to ascertain the general facts surrounding the incident. The parties involved in the incident may be contacted directly and asked about the matter. The AADC shall have initial responsibility for determining whether the information indicates a possible violation, and if so, whether it would constitute a Level III or IV violation, or a potential Level I or II violation. If the AADC believes a Level I or II violation may have occurred, the AADC will promptly consult with the FAR and the Director of Athletics. If there is any about the level of the possible
violation, the OGC will be consulted. In any case in which the possible violation involves the AADC, the Director of Athletics, in consultation with the FAR, shall designate another University administrator to conduct the investigation on behalf of Athletics Compliance.

INVESTIGATION OF POSSIBLE LEVEL III OR IV VIOLATIONS

1. If the information indicates a possible Levels III or IV violation, the AADC shall have the responsibility for investigating the facts, applying the facts to the governing rules, and/or obtaining a rules interpretation from the conference or the NCAA staff.
2. If it has been determined that a secondary (Level III or IV) violation has occurred, the AADC will prepare a written report. The report will include not only the facts concerning the violation but also the penalty proposed by the institution. The report will be reviewed by the FAR and the Director of Athletics (or designee) prior to its submission to the NCAA. Copies of the self-report will be forwarded to the applicable conference administrator and the Director of Athletics. If applicable, the report will also be sent to the athletic administrator that supervises the sport or department, and the head coach.
3. If the AADC, in collaboration with the FAR and Athletic Director (or designee) determines that the allegation of non-compliance clearly lacks merit, the investigation will be terminated and, if appropriate, the AADC will prepare a brief written summary that provides an overview of the: (i) information received; (ii) institution’s inquiry; and (iii) reasons that the institution concluded no violations occurred. The investigative file will be retained for six years.

INVESTIGATION OF POSSIBLE LEVELS I OR II VIOLATIONS

1. If the information indicates a possible Level I or II violation occurred, the AADC, in conjunction with the Director of Athletics and FAR, shall notify the President and forward the information to the OGC, at which point the OGC shall be responsible for directing the investigation. The AADC will also promptly notify the applicable conference administrator of the potential Level I or II violation.
2. The OGC, in consultation with the FAR and the President, shall determine the appropriate action in conducting the investigation. The OGC is responsible for overseeing the investigation process, whether conducted internally or through engagement of an outside party at the OGC’s discretion. Any outside party conducting an investigation shall report to the OGC. The OGC shall regularly report to the President regarding the progress of the investigation.
3. Given the relationship between the Director of Athletics and the AADC with the coaches, student-athletes, and athletics administration, neither the Director of Athletics nor the AADC will conduct the investigation directly or serve on an investigation committee. However, they may be consulted for rules interpretations and insight during this process at the discretion of the OGC.
4. To help protect the integrity of the investigation, all decisions regarding sharing of information with athletics department staff will be made by the OGC, in consultation with the President and any other individuals charged with conducting the investigation. The OGC or individual or entity conducting the investigation retains the discretion to withhold information from an interviewee or coaching staff member. The OGC also shall be responsible for overseeing the preparation of a written report of the investigation and finding(s). If the OGC delegates the preparation of the report, the OGC shall review and approve it before it is finalized. The final report shall be submitted to the NCAA and the applicable conference administrator.

CONFIDENTIALITY AND PUBLICITY

During any inquiry or investigation under this policy, all staff and other involved individuals must maintain all information concerning possible non-compliance in confidence. The President, in consultation with the OGC and other administrators as appropriate, must approve any public disclosure related to any inquiry, investigation or report under this policy. Any release of information must comply with applicable NCAA legislation and the Family Educational Rights and Privacy Act.
Academic Performance Program

POLICIES

Pursuant to NCAA Bylaw 3.2.4.4 each active member is responsible for annually submitting documentation demonstrating its compliance with the academic performance program, including the submission of data for the academic progress rate (APR), the academic performance census (APC) and the graduation success rate (GSR).

The Compliance Office and the institutional academic certifying officer are ultimately responsible for determining the Academic Performance Rate (APR) and Graduation Success Rate (GSR) for Boston College. The Certifying Officer has final authority in determining the awarding of eligibility and retention points.

APP Timeline

March  GSR/Federal Graduation Rate data collection system opens upon notification from NCAA.

May    APR and Academic Performance Census (APC) data collection system opens upon notification from NCAA.

June 1  Submission date for GSR/Federal Graduation Rate data

6 wks. from  Submission date for APR/APC data. Submission is followed by correction period and adjustment periods, following the APP timeline.

1st date of class

Institutional APP Timeline

October  Determination of GSR cohort for current year and APR cohort for fall semester.

January Determination of APR points for student-athletes in the fall cohort and determination of APR cohort for spring semester and additions to GSR cohort (e.g., mid-year enrollees).

ACADEMIC PERFORMANCE RATE PROCEDURES

1. Upon the APR website becoming available, the Compliance Office is responsible for inputting all necessary data.

2. After the census date during each semester, the Compliance Office will print squad lists in order to determine which student-athletes belong in the APR cohorts.

   a. The Associate Athletic Director for Compliance is responsible for reviewing and approving the student-athletes to be included in the cohort.

3. Retention and eligibility points are determined following fall and spring semester certification.

   a. For student-athletes in the APR cohort who are not certified in a semester, the Compliance Office will verify with the Certifying Officer whether that student-athlete earned eligibility and retention points.

4. The Compliance Office consults with the Certifying Officer and the Director of Learning Resources to determine student-athletes that are eligible to receive a Delayed Graduation Point. The Compliance Office is responsible for submitting the information to the NCAA with the approval of the Certifying Officer.
5. Once all the data has been entered, the Compliance Office provides preliminary reports to the Certifying Officer, the Faculty Athletic Representative, the Director of Learning Resources and the Associate Athletic Director for Compliance for review.
   a. Changes to be made are the responsibility of the Compliance Office.
6. After the information has been reviewed and determined to be accurate, the Certifying Officer is responsible for final approval and submission of the data.
7. Following submission of the data, the Compliance Office is responsible for reviewing the identified corrections. The Compliance Office is responsible for making corrections that do not impact eligibility or retention points. The Compliance Office will consult with the Certifying Officer for approval of corrections that impact eligibility and retention points.
8. Adjustments made to the data are the responsibility of the Compliance Office. The Compliance Office will identify the student-athletes that are eligible for an adjustment and will collect the necessary documentation and provide it to the NCAA.

GRADUATION SUCCESS RATE PROCEDURES

1. Upon the GSR website becoming available, the Compliance Office is responsible for inputting all necessary data.
2. After the census date during each semester, the Compliance Office will print squad lists in order to determine which student-athletes belong in the GSR cohorts.
   a. The Associate Athletic Director for Compliance is responsible for reviewing and approving the student-athletes to be included in the cohort.
3. The Compliance Office will determine the graduation status for each student-athlete listed in the cohort by using UIS.
4. For student-athletes that have departed the institution, the Compliance Office will verify with the Certifying Officer if the student-athletes were eligible upon departure.
5. Once all the data has been entered, the Compliance Office provides preliminary reports to the Certifying Officer, the Faculty Athletic Representative, the Director of Learning Resources and the Associate Athletic Director for Compliance for review.
   a. Changes to be made are the responsibility of the Compliance Office.
6. After the information has been reviewed and determined to be accurate, the Certifying Officer is responsible for final approval and submission of the data.
Gambling

• It is impermissible per NCAA rules for student-athletes or BCAD staff (e.g., coaches, administrators, recreation staff, volunteers, interns, graduate assistants, work-study students, part-time help, etc.) to be involved in any type of gambling activity that involves intercollegiate or professional athletics events. Both the NCAA and Boston College have a “zero tolerance” policy toward wagering on athletic events. This includes, but is not limited to the following activities:
  o Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, or
  o Soliciting a bet on any intercollegiate or professional team, or
  o Accepting a bet on any team representing the institution, or
  o Soliciting or accepting a bet on any intercollegiate or professional competition for any item (e.g., cash, shirt, dinner) that has tangible value, or
  o Participating IN ANY MANNER in any gambling activity that involves intercollegiate athletics or professional athletics, through a book maker or those working with or for a bookmaker, a parlay card, the internet, or any other method employed by organized gambling.

• Gambling includes any type of internet gambling, office pool, or fantasy league, no matter what the dollar amount may be.

• In addition, Boston College policy prohibits any form of gambling on campus.

• For athletic department staff, the penalties for gambling range from suspension to termination, while for student-athletes, the penalties range from suspension from a team to loss of scholarship to expulsion. Therefore, the blanket prohibition on gambling includes, but is not limited to:
  o ANY wager related to an intercollegiate or professional game, be it between friends, relatives, acquaintances, or strangers, or
  o ALL pools involving intercollegiate or professional athletics, regardless of who sets them up (e.g., spouse’s/friend’s place of work, close friend, etc.), or
  o Picking “squares” or “boxes”, where the pay-outs are determined by the scores of the teams involved, or
  o Fantasy/rotisserie teams and leagues. Paying any fee or promising to pay any fee, regardless of the amount, in exchange for the opportunity to participate in any of these activities, is absolutely considered gambling.

• All of the above prohibitions apply regardless of the medium used to affect the gambling activities (e.g., in person, via telephone, via Internet, etc.). Furthermore, the examples above are by no means exhaustive; they are meant to merely provide a representative cross-section of gambling methods.

• Student-athletes and BCAD staff members are responsible for reporting to the Athletics Director or Associate Athletic Director for Compliance any proof or suspicions that a staff member or student-athlete may be involved with impermissible gambling activity. Failure to report violations by an Athletic Department staff member could be grounds for dismissal.

• Gambling Education is provided to all student-athletes and BCAD staff members annually.
  o The Compliance Office provides all student-athletes with the following forms of gambling specific education:
    ▪ Meet with all student-athletes annually and specifically discuss gambling.
    ▪ Memos sent to all student-athletes regarding NCAA rules related to gambling at the beginning of the academic year, prior to the Super Bowl, and prior to the start of the NCAA Men’s Basketball Tournament.
    ▪ NCAA rules related to gambling printed in the Student-Athlete Handbook.
    ▪ Paragraph concerning gambling is printed in the Student-Athlete Codes of Conduct that each student-athlete must sign every year.
    ▪ Email correspondence is sent at applicable times during year.
  o The Compliance Office provides all BCAD staff members with the following forms of gambling specific education:
    ▪ Gambling is discussed during the orientation process for ALL new employees.
    ▪ The gambling policy is included in the BCAD Compliance Manual.
Gambling is discussed at the beginning of the year coaches and staff meeting.
Coaches are reminded to discuss the gambling policy with managers, work-study students, etc.
Memos are sent to all employees regarding NCAA rules related to gambling at the beginning of the academic year, prior to the Super Bowl, and prior to the start of the NCAA Men’s Basketball Tournament.
Email correspondence is sent at applicable times during year.
- **The institution also received the following forms of gambling specific education:**
  - The University also includes preventative gambling education as part of its freshman orientation program for all incoming students.

The University’s *Student Life Handbook* includes a section on the dangers of gambling as well as University policies related to gambling.
Student-Athlete Employment

POLICIES

- It is ultimately a head coach’s responsibility to ensure student-athletes are following the employment policies and procedures.
- Student-athlete employment must meet the following criteria to be permissible:
  - Compensation cannot be based on the publicity, reputation, fame or personal following of a student-athlete due to athletics ability, and
  - Compensation can only be based on work actually performed, and
  - Compensation must be at a rate commensurate with the going rate in that locality for similar services.
- Student-athletes are prohibited from employment of any type (including unpaid volunteer work) within the athletics department except in the offices of: Equipment, Recreation Center, Marketing, Facilities and Operations, Athletics Communications, and Ticket Office. Student-athletes are strictly prohibited from employment within a varsity program or any other athletics administration office not listed unless approved by the Compliance Office and Director of Athletics.

PROCEDURES

1. All student-athletes receive education regarding employment policies and procedures at the beginning of the year compliance eligibility meeting.
2. Coaches must follow up with the student-athletes about the employment policies and procedures.
3. All Student-athletes are required to register employment with the Compliance Office through the Employment Agreement Form (Attachment M-4) throughout the Academic Year (including during an official vacation period published in the University calendar).
4. All Employers receive an email or letter on the responsibilities they take when employing a Student-Athlete.

If student-athletes do not comply with the above listed procedures, coaches and sport administrators are contacted.
Charitable Requests & Promotional Activities

POLICIES

- All charitable requests from charities, schools, non-profit organizations, or individuals for Boston College Athletics Department merchandise must be made through a designee in the main office before they may be processed.
- All promotional activity requests from non-institutional charitable, educational, or non-profit organizations to use a student-athlete’s name, picture, or appearance to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics must be made through the Marketing and Fan Engagement office before they may be processed.

PROCEDURES

1. Each student-athlete is required to sign an Institutional, Charitable, Educational, or Non-Profit Promotions Individual Release Statement (Attachment M-7) in their beginning of the year Compliance Eligibility Packet sent through JumpForward.
2. All charitable or promotional requests must be submitted using the Fundraising Donation Request Form (Attachment M-8).
3. All of the charitable or promotional requests must be reviewed by the designee in the main office and then approved by the Compliance Office prior to an event occurring.
Agents

POLICIES

- Boston College is committed to assisting all of our student-athletes in their pursuit of competition at the professional level and therefore has created the Professional Sports Counseling Panel (PSCP).
- The PSCP was established, in part, to ensure transparency in the agent selection process for our student-athletes. Boston College is dedicated to ensuring that rules established by Boston College, the Atlantic Coast Conference, and the NCAA are followed so that the selection of an agent is based solely on the merits after careful review and consideration by our student-athletes.
  - For additional information, contact the Compliance Office directly or visit the Agent page of the compliance website.
- All prospective sports agents seeking to represent Boston College student-athletes are strongly encouraged to register with the Compliance Office on an annual basis, prior to having any contact with a student-athlete or their parents.
  - Sports agents may use the Boston College Agent Renewal Form (Attachment M-10) if they registered within the previous academic year.
- All collateral materials for student-athletes and their parents should be sent to the Compliance Office and the Compliance Office will distribute the materials to the coaching staff, student-athlete and/or their parents.
  - Prospective sports agents may not provide any tangible items directly to a student-athlete or their parents.
- Meetings held between the agent and student-athlete should occur on campus or in the home of the student-athlete. The PSCP should be notified in advance of any in-person meetings between the student-athlete or their parents and a prospective sports agent.
- Prospective sports agents and advisors are not permitted to receive complimentary admission from student-athletes.
- The Compliance Office is responsible for maintaining a database of all the prospective sports agents that have registered.
- Each sport may have additional policies and procedures as it relates to agents.

PROCEDURES

1. To register, a prospective sports agent must complete the Boston College Agent Registration Form (Attachment M-9) found on the Compliance Office website.
   a. The form must be completed for each separate prospective sports agent within one agency.
2. Once submitted, the Compliance Office will record the information within the database and confirm the prospective sports agent is registered with their respective professional league.
3. The Compliance Office will notify the student-athlete that the prospective sports agent has registered and will provide any collateral materials that have been sent by the prospective sports agent.
4. The PSCP will initiate contact with student-athletes to address any questions or concerns regarding prospective sports agents.
Outside Competition

POLICIES

- It is ultimately a coach’s responsibility to monitor student-athletes outside competition activities particular to NCAA bylaws.
- Student-athletes must receive prior approval from the Compliance Office and head coach to participate with an outside team.
- Student-athletes that do not receive prior approval jeopardize their eligibility.

PROCEDURES

1. The Compliance Office will send out email reminders to student-athletes of the requirement to fill out the Outside Competition Participation Request Form (Attachment M-3) and submit to the Compliance Office prior to participation with an outside team.
2. The Compliance Office will review the form and determine if the outside competition is permissible. The student-athlete will only be contacted if the outside competition is impermissible.
Fee-for-Lesson

POLICIES

- Institutional facilities are not permitted to be used.
- The student-athlete must receive prior approval from the Compliance Office to provide lessons.

PROCEDURES

1. The student-athlete must notify the Compliance Office in writing of any potential opportunities to provide lessons.
2. The student-athlete must complete the Boston College Student-Athlete Fee-for-Lesson Form (Attachment M-5) for each series of lessons provided.
3. The student-athlete must retain and provide documentation to the Compliance Office for each series of lessons including, but not limited to:
   a. Name of the lesson recipient;
   b. Date and location of the lesson; and
   c. Amount and method of payment (provide copies).
Complimentary Admissions for Enrolled Student-Athletes

POLICIES

- Only student-athletes that are on a current team roster may receive complimentary admission.
- Student-athletes may not sell their complimentary admissions.
- Student-athletes may not provide complimentary admissions to a booster, an agent/advisor and/or any persons associated with gambling.
- All questions and issues should be directed to the Ticket Office for clarification.
- Recipients of student-athlete complimentary admissions must show identification to receive the ticket. There will be NO admittance without identification.

PROCEDURES

1. Attending Home Games
   Student athletes will be given a Gold Pass which will grant access to all BC varsity athletic events. For select games where demand is expected to exceed supply, BC Athletics will implement a reward system where student tickets are distributed based on points. The BC ID will serve as the ticket. Student-athletes will need to attend all games to get reward points. Students will earn points for attendance and early arrival at all ticketed and non-ticketed sports events

2. Own Sport
   a. Maximum of four (4) complimentary admissions for home or away from home contests provided to a student-athlete for their guests.
   b. Football student-athletes must request complimentary admissions online at https://college.jumpforward.com prior to 5:00 pm the night before each home game.
   c. Men’s basketball, women’s basketball and men’s ice hockey student-athletes must request complimentary admissions online https://college.jumpforward.com two hours prior to the start of each home game.
   d. On the day of the game, guests must arrive at the designated “Complimentary Admission Gate” and MUST have proper identification. Guests will receive a ticket stub and be admitted into the game. The same procedure will be followed for away contests based on the abilities of the host institution.
   e. Any complimentary admissions listed on JumpForward are monitored by the Compliance Office.
Complimentary Admissions for Coaches

POLICIES

• Only Head and Assistant Coaches may be provided with complimentary admission tickets to distribute to family and friends.
  o Volunteer coaches are permitted a maximum of two complimentary admission tickets to home contest only in their sport.
• Coaches may provide two complimentary admission (issued only through a pass list) to a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student athlete is involved only to a home intercollegiate athletic event at a facility within a 30-mile radius of the institution’s main campus.
• All complimentary admission recipients must present a valid ID to obtain admission.
• All questions and issues should be directed to the Ticket Office for clarification.

PROCEDURES

1. If a Boston College coach would like to request complimentary admissions for a high school, prep school or two year college coach they must complete the Coaches of Prospective Student-Athletes Ticket Request List (Attachment R-2) and submit it directly to the Ticket Office.
2. This list will be reviewed by the Compliance Office for approval.
Occasional Meals and Team Entertainment

POLICIES

• A student-athlete may receive an occasional meal on infrequent and special occasions from an institutional staff member in the locale of the institution.
• A student-athlete may receive a maximum of three (3-4) occasional meals per semester.
• A student-athlete may be provided entertainment in conjunction with practice or competition.
• Cash may not be provided to student-athletes.

PROCEDURES

Occasional Meals/Reasonable Refreshments
1. Coaches must submit the Occasional Meal/Reasonable Refreshments Request Form (Attachment M-1) to the Compliance Office prior to the date.
2. The Compliance Office grants approval via email. Compliance monitors the semester limit.
3. Coaches must submit reimbursement receipts to the Compliance Office who will approve and submit to Business Office.

Team Entertainment
1. Coaches must submit the Team Entertainment Request Form (Attachment M-2) to the Compliance Office prior to the date.
2. The Compliance Office grants approval via email.
3. Coaches must submit reimbursement receipts to the Compliance Office who will approve and submit to Business Office.
Banquet/Awards

POLICIES

• All awards must conform to specific NCAA monetary limitations.
  o All seniors will be awarded a Framed Varsity Letter that must be included in the senior participation NCAA monetary limit.
  o All student-athletes receive an All Sports Banquet Gift that must be included in both the participation and the senior participation NCAA monetary limit.

• Letter Awards: Annually each Head Coach is responsible for determining which student-athletes are to be issued varsity letter awards.
  o Student-athletes who were on the team at the conclusion of the traditional season and participated in at least 35% of the competitions during the traditional season are eligible for a varsity letter award.
    ▪ Traditional season competition is defined as outside competition that counts in a team’s official record. For example, for Fall Sports that play a non-traditional season in the spring, the spring games should not be counted in the 35% calculation. The same is true for spring sports playing a non-traditional season in the fall. Additionally, exhibitions and scrimmages, which do not count in a team’s official record, should not be included in the 35% calculation.
    ▪ Exceptions for the varsity letter policy may be made with approval from the sport supervisor.
  o Graduating seniors that have not exhausted their eligibility and will be returning for a 5th year of competition shall not be awarded the Senior Letter until after they have exhausted their eligibility.

• General Participation Awards: Awarded to all freshmen, sophomores and juniors on one team shall have a total value of $225.

• Senior Participation Awards: Awarded to all seniors on one team who have exhausted eligibility or are graduating and not returning shall have a total value of $425.

• Special Attainment Awards: Presented as a result of a student-athlete’s special attainments or contributions to a team’s season. They may be awarded for a variety of reasons including most valuable player, most improved player, scholar-athlete, etc. A student-athlete may receive more than one special attainment award (e.g., MVP and MIP). Each special attainment Award has monetary limit of $175 total value. Only Boston College may award Special Attainment Awards.
  o If no Awards will be given submit to Compliance stating “No Awards”.

• Special Event Participation Awards: Presented as a result of a team’s or a student-athlete’s participation in a special event.
  o They may be awarded for participation in a postseason conference or NCAA championship contest or tournament or championship, as well as for an all-star game, postseason bowl, or other established competition.
  o Each Special Event Participation Award has a monetary limit.

• Banquets: Must be approved by the Compliance Office and the Business Office prior to the banquet occurring.

PROCEDURES

1. Upon completion of each sport's traditional season, the Compliance Office will provide the Varsity Letter/Participation Form and the Banquet/Award Prior Approval Form (Attachment M-6) to the Head Coach which will include the names of the student-athletes eligible to receive awards.
   a. The Head Coach must calculate the student-athletes that have competed in at least 35% of the competitions and indicate on the Varsity Letter/Participation form.
      i. Student-athletes that do not meet the criteria must be indicated on the Varsity Letter/Participation form for approval by the sport supervisor.
      ii. Student-athletes and managers that do not meet the criteria must be indicated on the Varsity Letter/Participation Form for approval by the sport supervisor.
2. Once completed the Head Coach must obtain an approval signature from the sport supervisor and submit the Varsity Letter/Participation Form and the Banquet/Award Prior Approval Form to the Compliance Office no later than two weeks from the conclusion of the traditional season.
   a. Every award presented to a student-athlete must be listed with its exact normal retail value.
   b. Every student-athlete that receives an award must be listed.
   c. Every receipt for every award presented to a student-athlete must be attached.

3. The Compliance Office will review the Varsity Letter/Participation Form and the Banquet/Award Prior Approval Form to verify that the awards fall within designated NCAA limitations and that duplication in awards has not occurred.

4. Once approved, the Compliance Office will forward a Senior Framed Varsity Letter list to the Equipment Room, a Senior Varsity list to the Varsity Club, a list of all graduates to Athletics Communications department and a copy of the Banquet/Award Form to Business for their approval.
Retention of Awards/Equipment

POLICIES

• All awards and equipment issued to student-athletes must be retained by the student-athlete for the duration of their eligibility.
• Student athletes cannot sell their awards/equipment nor redeem them for cash or other goods.

PROCEDURES

1. Compliance will check on different websites to ensure that awards and equipment are not being sold. (e.g. amazon, Craig’s list, eBay etc..)
2. Websites will be checked randomly for the sports of Football, Men’s Ice Hockey, Men’s and Women’s Basketball.
3. If memorabilia is found, Compliance will investigate the source and head coach will be contacted.
OCCASIONAL MEAL/REASONABLE REFRESHMENTS REQUEST FORM

This form is due to Business Office and Compliance prior to the provision of the meal.

☐ Bylaw 16.11.1.5, Occasional Meals. A student-athlete or an entire team may receive an occasional meal on infrequent and special occasions from an institutional staff member in the locale of the institution. The institutional staff member may provide reasonable local transportation to involved student-athletes to attend the meal. A student-athlete may receive a maximum of three occasional meals per semester.

☐ Bylaw 16.6.1.5 Reasonable Refreshments. An institution may provide the family members of a student-athlete with reasonable food and drinks in conjunction with educational meetings or celebratory events (e.g., senior night) and on an occasional basis for other reasons.

Sport: _______________ Occasional Meal/Reasonable Refreshments Date: _______________

Occasion for Meal/Reasonable Refreshments: ____________________________________________

Address, City, State: ________________________________________________________________

Food Provided From (List Restaurant): ________________________________________________

Food Paid By (BC Budget Funding Source): ____________________________________________

Transportation Provided: □ No □ Yes If Yes, By: ________________________________________

Individuals in Attendance: (Every individual’s name must be listed, including all coaches, staff members, parents (if refreshments) and student-athletes. Attach an additional sheet if necessary.)

1) ____________________________ 8) ____________________________
2) ____________________________ 9) ____________________________
3) ____________________________ 10) ____________________________
4) ____________________________ 11) ____________________________
5) ____________________________ 12) ____________________________
6) ____________________________ 13) ____________________________
7) ____________________________ 14) ____________________________

Coach’s Signature: ____________________________ Date: __________

Compliance Office Approval: ____________________________ Date: __________

Business Office Approval: ____________________________ Date: __________

Attachment M-1 BC Compliance 07/16
ENTERTAINMENT REQUEST FORM

This form is due to Business Office and Compliance prior to the provision of the entertainment.

Per NCAA Bylaw 16.7 Entertainment in Conjunction with Practice or Competition. An institution, conference, or the NCAA may provide reasonable entertainment (but may not provide cash for such entertainment) to student-athletes in conjunction with practice or competition.

Sport: ___________________________  Team Entertainment Date: ________________

Place of Entertainment: ________________________________________________________

Address, City, State: ____________________________________________________________________

Paid for By (BC Budget Funding Source): ___________________________________________

Transportation Provided:  □ No  □ Yes     If Yes, By: _______________________

Individuals in Attendance: (Every individual’s name must be listed, including all coaches, staff member and student-athletes. Attach an additional sheet if necessary.)

1) ___________________________  11) ___________________________

2) ___________________________  12) ___________________________

3) ___________________________  13) ___________________________

4) ___________________________  14) ___________________________

5) ___________________________  15) ___________________________

6) ___________________________  16) ___________________________

7) ___________________________  17) ___________________________

8) ___________________________  18) ___________________________

9) ___________________________  19) ___________________________

10) ___________________________  20) ___________________________

Coach’s Signature: ___________________________________________  Date: ____________

Compliance Office Approval: ___________________________  Date: ____________

Business Office Approval: ___________________________  Date: ____________

Attachment M-2  BC Compliance 07/16
OUTSIDE COMPETITION PARTICIPATION REQUEST FORM
*TO BE COMPLETED AND ON FILE IN COMPLIANCE (308 Conte) PRIOR TO COMPETITION*

STUDENT-ATHLETE INFORMATION

Student-Athlete: _______________________________ Sport: _______________________________
Home Address: _______________________________ City: _______________________________ State: _____ Zip: _____
Telephone Number: ( ) ______________________ Email: _______________________________

OUTSIDE COMPETITION INFORMATION

League (and/or Event): _______________________________
Team Name: _______________________________ Location: _______________________________
(Exact) Date(s) of League/Event: _______________________________
Contact Name: _______________________________ Telephone Number: ( ) ______________________
Email Address: _______________________________ Website: _______________________________
Participation Costs: _______________________________ Paid By: _______________________________
Potential Prizes/Awards: _______________________________
Other Boston College Teammates Participating: _______________________________

COACH APPROVAL

My signature below indicates that I grant permission for the student-athlete named above to be involved in the outside competition listed above. In addition, I understand that failure of the student-athlete to abide by the outside competition guidelines listed on the reverse side of this form may render the student-athlete ineligible.

_________________________  ____________________________
Head Coach’s Signature  Date

DIRECTOR OF ATHLETICS APPROVAL

Signature of the Director of Athletics granting permission for student-athlete to participate in the above named league/event. This signature will be obtained by Compliance.

_________________________  ____________________________
Athletics Director’s Signature  Date
TERMS OF OUTSIDE COMPETITION:

- Each Summer Basketball League or Event must be sanctioned by the NCAA and a student-athlete's participation in such league/event may only take place during the period between June 15 - August 31. No more than TWo student-athletes may participate on the same basketball team. Student-athletes may only participate on one basketball team in one sanctioned basketball league.

- In the sports of field hockey, men’s and women’s soccer, and volleyball, it is permissible to compete as a member of an outside team outside the declared playing and practice season, as long as such competition does not occur earlier than May 1, with no more than TWO student-athletes in the sport of volleyball or FIVE student-athletes in the sports of field hockey and men’s and women’s soccer participating on the same teams, and no class time is missed for practice or competition. Such participation in volleyball is limited to doubles tournaments in outdoor volleyball, grass or sand.

- In all other sports, it is permissible to compete as a member of an outside team outside the declared playing and practice season, as long as such competition does not occur earlier than the end of the spring academic year (last day of finals) and no earlier than the beginning of the fall academic year (first day of classes or practice, whichever is earlier). Student-athletes must have completed yearly participation in all intercollegiate competitions in order to participate in any outside competitions.

- No more than the following number of student-athletes may participate on the same summer league team: Baseball-4, Basketball-2, Field Hockey-5, Football-5, Lacrosse-5, Soccer-5, and Softball-4.

- A student-athlete agrees to immediately report to the Boston College Compliance Office any improper privileges or benefits offered to or received by the student-athlete, or any NCAA rules violations.

- A student-athlete’s participation on an outside team must satisfy the definition of an amateur team.

- A student-athlete, and any of their teammates, may not be provided with more than actual and necessary expenses for participation on an outside team.

- A student-athlete may not receive any compensation for participation in outside competition.

- Any awards a student-athlete receives must conform to the regulations of the recognized amateur organization that governs the competition. Hypothetical examples of prohibited items include, but are not limited to cash, a cash equivalent, and gift certificates redeemable for cash. Hypothetical examples of items a student-athlete may receive include, but are not limited to trophies, medals, gift certificates not redeemable for cash, and merchandise for place finishes.

- No member of the coaching staff of a member institution may be involved in any capacity (e.g., coach, official, player or league/team administrator) at any time (i.e., during the academic year, vacation periods and summer) with an outside team that involves any student-athlete with eligibility remaining from the institution's team.

- Failure to abide by these outside competition guidelines and NCAA regulations could result in a violation of NCAA rules that could seriously affect a student-athlete’s athletic eligibility.

STUDENT-ATHLETE AGREEMENT

By my signature below, as a student-athlete at Boston College desiring to participate in outside competition, I agree to comply with the outside competition guidelines as outlined above as well as all other NCAA rules and regulations, which are provided to all student-athletes each year.

| Student-Athlete’s Signature | Date |
EMPLOYMENT AGREEMENT FORM
*MUST BE SUBMITTED TO COMPLIANCE (308 Conte) PRIOR TO THE START OF EMPLOYMENT*

EMPLOYMENT INFORMATION

Student-Athlete: _____________________________  Sport: ____________________________________
Email: _____________________________________  Cell Phone #: ______________________________
Business Name ______________________________  Your job title ______________________________
Address: ___________________________________  Start Date: ________________________________
City, State & Zip Code: _______________________     End Date: _________________________________
Supervisor: _________________________________  Rate: ______________Hours per Week_________
Supervisor’s Job Title: ________________________
Supervisor’s Email: __________________________
Phone: _____________________________________
Job Responsibilities: _____________________________________________________________

Payment will be made by (check all that apply): Check________ Cash________ Tips________ Other: ___________

How Job was Obtained:  Referred by: ___________Relation: ________Open Application: _______Booster: ________

When do you plan to work at this job?  (Circle all that apply):
 Fall Semester   Thanksgiving Break   Christmas Break   Spring Break   Spring Semester   Summer Vacation

COACH APPROVAL

My signature below indicates that I grant permission for the student-athlete named above to be employed by the organization/individual listed above. In addition, I understand that failure of the student-athlete and/or employer to abide by the employment guidelines listed below may render the student-athlete ineligible and jeopardize the student-athlete’s financial aid.

______________________________________   ________________________
Head Coach’s Signature               Date

STUDENT-ATHLETE EMPLOYMENT AGREEMENT:

• The student-athlete has not been hired based on the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.
• The student-athlete will be paid only for work actually performed and pay will be commensurate with the going rate in that locality for similar services and the same as that paid to other employees doing the same work. Employment will be reviewed by the Compliance Office throughout the course of the academic year.
• The student-athlete accepts responsibility for accuracy of time records and pay, and agrees to provide Boston College with the appropriate documentation verifying all employment information such as, but not limited to, hours worked and earnings. By signing this form, permission is given to the employer to release any and all employment records or documents to authorized Boston College representatives, and the employer agrees to release such documents as requested.
• Benefits or privileges that are not made available to other employees will not be accepted by the student-athlete, including transportation provided by or arranged by the employer to or from the place of employment. The student-athlete is to be treated the same as any other employee.
• The student-athlete and employer agree to immediately report to the Boston College Compliance Office any improper privileges or benefits offered to or received by the student-athlete, or any NCAA rules violations of which either is aware.
• If either the student-athlete or the employer wishes to end the employment relationship, it is the responsibility of the student-athlete to immediately communicate such information to the Boston College Compliance Office before such action is taken.
• Failure to abide by these employment guidelines and NCAA regulations could result in a violation of NCAA rules that could seriously affect the student-athlete’s athletic eligibility and financial aid.

By my signature below I agree to comply with the employment guidelines as outlined above as well as all other NCAA rules and regulations, which are provided to all student-athletes each year.

_________________________________________    
Student-Athlete’s Signature                         Date

Attachment M-4                                         BC Compliance Office 07/16
BOSTON COLLEGE
Student-Athlete Fee-For-Lesson Form

Name: ______________________________________ Student Number: ________________________

Sport: _______________________________________ Phone Number: _________________________

Per NCAA Bylaw 12.4.2.1, a student-athlete may receive compensation for teaching or coaching sports
skills or techniques in his or her sport on a fee-for-lesson basis, provided:

   a) Institutional facilities are not used;
   b) Playing lessons are not permitted;
   c) The institution obtains and keeps on file documentation of the recipient of the lesson(s) and
      the fee charged for the lesson(s) provided during any time of the year; and
   d) The compensation is paid by the lesson recipient (or the recipient’s family) and not another
      individual or entity.

Prior to giving lessons, student-athletes are required to contact the Compliance Office (617-552-
1916) to complete any necessary employment paperwork, including the form below, which must be
completed for EACH lesson:

To be completed by the student-athlete:

Name of Lesson Recipient: ___________________________________________________________

Date of Lesson: ____________________________________________________________________

Location of Lesson (Facility, Town, State): ______________________________________________

Cost of Lesson: ____________________________________________________________________

Person Responsible for Payment: ______________________________________________________

Relationship to Lesson Recipient: _____________________________________________________

Payment Type (cash, check, etc.): _____________________________________________________

I certify that the above information is complete and accurate, and that I have followed all applicable
NCAA regulations concerning fee-for-lesson compensation.

Signature of Student-Athlete       Date

I certify that the above information is complete and accurate regarding the lesson I have received.

Signature of Lesson Recipient       Date       Phone Number

Please return to Jerron Pearson by fax: 617-552-8786, or by mail: 140 Commonwealth Ave, BC, Chestnut Hill, MA 02467
Award/Banquet Prior Approval Form

Due to Compliance 10 Days Prior to Banquet.

Sport: _______________ Banquet Date: _______________ Location: ________________________________

☐ NO BANQUET

If no banquet is held and if no awards are given, this form must be submitted to Compliance stating “No Banquet” and/or “No Awards”.

Payment (BC Funding Source): ________________________ Guests: Boosters/ PSA / Alumni / Parents

Entrance Fee: Yes No To Whom (Please provide list): _______________ Amount: _______________

Transportation for Student-Athletes: Yes No

Banquet Souvenirs: (please do not list your awards in this section. List mementos to all parents, alumni, etc. . .)

_________ ____________________________ ____________________________

Underclassmen Participation Awards ($225 total value per SA)

Receipt: Recipient: Gift Description: Value:
N/A ____________________________ All Sports Banquet $7

Senior Participation Awards ($425 total value per SA)

Receipt: Recipient: Gift Description: Value:
N/A ____________________________ SR Letter Winners $36
N/A ____________________________ All Sports Banquet $7

Parents of senior student-athletes:

According to Bylaw 16.6.1.6., An institution may provide complimentary admissions to an institutional awards banquet for the family members of any student-athlete is being honored at the banquet

Parent/Legal Guardian: ____________________________ Reason: ____________________________

______________________________ ____________________________

Attachment M-6 BC Compliance Office 07/16
### Attainment Awards ($175 total value per award)

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**SIGNATURES**

Coach’s Signature: _______________________________  Date: ____________

Compliance Approval: _______________________________  Date: ____________

Business Approval: _______________________________  Date: ____________
Institutional, Charitable, Educational, or Nonprofit Promotions

Student-Athlete’s Name: ________________________________

Eagle ID#: __________________ Date of Birth: __________

Sport(s): ________________________________

In accordance with NCAA Bylaw 12.5.1.1, Institutional, Charitable, Educational, or Nonprofit Promotions, a member institution or recognized entity thereof (e.g., fraternity, sorority, or student government organization), a member conference, or a non-institutional charitable, educational, or nonprofit agency may use a student-athlete’s name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics, provided the following conditions are met:

- The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17;
- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered regular trademark or logo on printed materials such as pictures, posters, or calendars. The company’s emblem, name, address, and telephone number may be included with the trademark or logo. Personal names, messages, and slogans (other than an officially registered trademark) are prohibited;
- The name or picture of a student-athlete with remaining eligibility may not appear on an institution’s printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity’s officially registered regular trademark or logo also appears on the item;
- The student-athlete does not miss class;
- All moneys derived from the activity or project go directly to the member institution, member conference, or the charitable, educational, or nonprofit agency;
- The student-athlete may accept legitimate and normal expenses from the member institution, member conference, or the charitable, educational, or nonprofit agency related to participation in such activity;
- The student-athlete’s name, picture, or appearance is not utilized to promote the commercial ventures of any nonprofit agency;
- Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets, or outlets controlled by the charitable or educational organization (e.g., location of the educational or charitable organization, site of charitable event during the event); and
- The student-athlete and an authorized representative of the charitable, educational, or nonprofit agency sign a release statement ensuring that the student-athlete’s name, image, or appearance is used in a manner consistent with the requirements of this section.

As a student-athlete at Boston College, I hereby give my permission to the Boston College Athletics Department and other charitable, educational or non-profit agencies authorized by the Boston College Athletics Department to use my name or picture on promotional materials and my appearance at promotional activities, so long as my name, image or appearance is used in a manner consistent with the requirements of NCAA Bylaw 12.5.1.1 as set forth above.

Student-Athlete’s Signature ____________________________ Date ________________

Attachment M-7 BC Compliance 07/16
Fundraising Donation Request Form

Name of Sponsoring Agency: ________________________________________________________________

Agency Description: ___ Charitable   ___ Educational  ___ Institutional (BC)   ___ Other

Date of Event: ______________ Time of Event: _____________ Location of Event: __________________

Describe event (attach flyer if available) and explain who will receive the item or proceeds raised from the item (include age and grade level):
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Name of contact person:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Phone Number: ___________________________ Email Address: ___________________________________

Address (street, city, state, zip code):___________________________________________________________

Mailing Address if different from contact person’s address:_________________________________________

Request for Donated Tickets:  ____ Football  ____ Basketball  ____ Hockey

Answer the following questions and sign below:

___ Yes ___ No 1. Is this a fundraising event?

___ Yes ___ No 2. Will the funds raised from the event directly or indirectly benefit any student that has entered ninth grade regardless of athletic participation? If yes, BC may not participate. If no, explain the use of funds___________________________________________________

___ Yes ___ No 3. Will the event involve students who have started the ninth grade? If yes, please explain:________________________________________________________________________

___ Yes ___ No 4. Is the event within a 50-mile radius of Boston College?

The NCAA prohibits any group from utilizing the name, likeness or picture of an individual student-athlete for any promotional activity.

I certify that I have read this form and the provisions of NCAA Bylaw 12.5.1.1 (below) in its entirety and agree to the required terms and conditions.

Title:12.5.1.1 – Institutional, Charitable, Education or Nonprofit Promotions

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete’s name, picture of appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics.

Compliance Signature: _______________________________ Date: ______________

Authorized Representative’s Signature: _______________________________ Date: ______________
BOSTON COLLEGE’S AGENT REGISTRATION FORM  
(THIS FORM MUST BE COMPLETED IN ITS ENTIRETY)

1. GENERAL INFORMATION (PRINT OR TYPE)

<table>
<thead>
<tr>
<th>FULL NAME (LAST, FIRST, MIDDLE)</th>
<th>DATE OF BIRTH</th>
<th>CELLULAR PHONE</th>
</tr>
</thead>
</table>

2. BUSINESS INFORMATION

<table>
<thead>
<tr>
<th>NAME OF FIRM OR AGENCY</th>
<th>ADDRESS</th>
<th>CITY, STATE, ZIP CODE</th>
<th>BUSINESS PHONE #</th>
<th>WEBSITE ADDRESS</th>
<th>BUSINESS FAX #</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
</table>

3. PLEASE LIST THE NAMES AND SPORTS OF ANY CURRENT BOSTON COLLEGE STUDENT-ATHLETE(S) YOU WANT TO CONTACT IN THE NEXT YEAR.

<table>
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<tr>
<th>NAME</th>
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<th>PHONE NUMBER</th>
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4. EDUCATION

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<tr>
<th>HIGH SCHOOL</th>
<th>NAME</th>
<th>CITY, STATE</th>
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<th>COLLEGE</th>
<th>NAME</th>
<th>CITY, STATE</th>
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<tr>
<th>GRADUATE/LEGAL</th>
<th>NAME</th>
<th>CITY, STATE</th>
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<th>ADMITTED TO THE BAR?</th>
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<tr>
<td>YEAR OF GRADUATION</td>
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5. EXPERIENCE

<table>
<thead>
<tr>
<th>NUMBER OF YEARS EXPERIENCE AS A PLAYER-AGENT:</th>
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<th>SPORT</th>
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6. PLEASE PROVIDE THE NAMES AND TELEPHONE NUMBERS OF FIVE ATHLETES WHOM YOU PREVIOUSLY REPRESENTED OR CURRENTLY REPRESENT AND WHOM MAY BE CONTACTED BY THE BOSTON COLLEGE COMPLIANCE OFFICE, BOSTON COLLEGE STUDENT-ATHLETES, OR DESIGNEES REPRESENTING A STUDENT-ATHLETE’S FAMILY.

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<thead>
<tr>
<th>PLAYER NAME</th>
<th>PHONE NUMBER</th>
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7. List the names of at least 10 athletes (or all clients, if fewer than 10) you previously or currently represent, and, in team sports, the team/league to which each athlete is currently under contract and name of team representative with whom you negotiated this contract. Write “none” if you currently do not represent any athlete. If you represent athletes in more than one sport, please provide information for at least five clients (athletes) in each sport. Use additional sheets if necessary. Feel free to attach a document that includes this information.

<table>
<thead>
<tr>
<th>PLAYER NAME</th>
<th>TEAM/LEAGUE</th>
<th>TEAM REPRESENTATIVE</th>
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Do you also represent coaches in the league?

Yes ☐ No ☐

8. Do you have any runners working for you? If so, please identify them below as well as their fee arrangement. Are they employees of your organization or contractors? Who typically makes the first contact with the prospective athlete—you or a runner? Feel free to attach a document that includes this information.

<table>
<thead>
<tr>
<th>RUNNER NAME</th>
<th>EMPLOYEE OR CONTRACTOR</th>
<th>FIRST CONTACT</th>
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9. Other Qualifications

Current membership in professional organizations:

Occupational or professional licenses (i.e., Certified Public Accountant, Chartered Life Underwriter, etc.), state or issuance and date obtained:

Are you currently certified by the NFLPA?

Yes ☐ No ☐ Years certified:

Are you currently certified by the NBPA?

Yes ☐ No ☐ Years certified:

Are you currently certified by the MLBPA?

Yes ☐ No ☐ Years certified:

Are you currently certified by the NHLPA?

Yes ☐ No ☐ Years certified:

Have you ever been disciplined by any of these associations? If yes, please explain.

Please provide a copy of the valid registration certificate for each of the associations above in which you are certified. Attach and submit with this form.

10. Professional Services—General Services performed for client-athletes (check those that apply and indicate fee charged):

Playing contract negotiations:

Yes ☐ No ☐ Hourly fee or percentage:

Endorsement contract negotiations:

Yes ☐ No ☐ Hourly fee or percentage:

Legal assistance:

Yes ☐ No ☐ Hourly fee or percentage:

Tax consulting:

Yes ☐ No ☐ Hourly fee or percentage:

Financial planning:

Yes ☐ No ☐ Hourly fee or percentage:

Money management:

Yes ☐ No ☐ Hourly fee or percentage:

Financial planning:

Yes ☐ No ☐ Hourly fee or percentage:

Other (please explain):
11. For the services you perform for client athletes, list the names and addresses of individuals, firms or agencies that assist in providing these services (use additional sheets if necessary):

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<th>NAME</th>
<th>FIRM/AGENCY</th>
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</table>

| SERVICES PROVIDED |

Do you receive a fee/kickback from the agency used to assist you in providing these services? If yes, please explain.

Yes [ ] No [ ]

If yes, do you charge the athlete for additional services?

Yes [ ] No [ ]

Does the athlete sign any additional agreements to cover these additional services?

Yes [ ] No [ ]

Do you handle players’ funds? If yes, please provide details as to the amount of the bond, the name and address of the surety of the bonding company, etc?

Yes [ ] No [ ]

In receiving compensation for contract negotiations services, do you receive payment “up front” or are your payments received as the player is compensated?

Yes [ ] No [ ]

12. Additional Information

Do you limit the number of clients you will represent? If yes, please explain.

Yes [ ] No [ ]

Do you earn income from work performed in some capacity other than as a player-agent? If yes, describe other occupation(s) or service(s) for which you are paid.

Yes [ ] No [ ]

Have you ever been disbarred, suspended, reprimanded, censured, or otherwise disciplined or disqualified as an attorney, as a member of any other profession, or as a holder of any public office? If yes, please describe each action, the dates of occurrence, and the names and addresses of the authority imposing the action in question.

Yes [ ] No [ ]

Have you ever been convicted or pled guilty to a criminal charge, other than minor traffic violations? If yes, please indicate the nature of offense, date of conviction, criminal authority involved, and punishment assessed.

Yes [ ] No [ ]

13. Previous Employment (Last two positions and dates of employment)

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<th>POSITION</th>
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| ADDRESS |

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<th>POSITION</th>
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<td>DATE</td>
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| ADDRESS |
14. REFERENCES (NON-CLIENT)

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<th>NAME &amp; POSITION:</th>
<th>DATE:</th>
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<th>TELEPHONE #:</th>
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15. VERIFICATION STATEMENT (PLEASE READ CAREFULLY AND SIGN):

I certify that the above information is true, accurate, and complete to the best of my knowledge. Further, I certify that I will notify the Boston College Athletic Compliance Office, before the first contact with a student-athlete who has eligibility remaining in any sport and is enrolled at Boston College. I also reviewed the Boston College Program for Agents/Financial Advisors, a current copy of which has been provided to me along with this registration form, as well as the Summary of NCAA Regulations and Other Amateurism Provisions, and have not engaged in any activity that would jeopardize the eligibility of any Boston College student-athlete. I understand that failure to comply with the terms of this certification and the applicable NCAA legislation may result in the initiation of legal proceedings by Boston College against me and the assessment of civil penalties upon me.

SIGNATURE:_________________________________________________________ DATE:___________________________

Please Return via email, fax or mail to: Boston College Athletics
140 Commonwealth Ave.
308 Conte Forum
Chestnut Hill, MA 02467
617-552-4518
617-552-8786 fax
reyesya@bc.edu
# BOSTON COLLEGE’S AGENT RENEWAL FORM

## (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY)

### 1. GENERAL INFORMATION (PRINT OR TYPE)

<table>
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### 3. PLEASE LIST THE NAMES AND SPORTS OF ANY CURRENT BOSTON COLLEGE STUDENT-ATHLETE(S) YOU WANT TO CONTACT IN THE NEXT YEAR.

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<th>TEAM/LEAGUE</th>
<th>TEAM REPRESENTATIVE</th>
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### 4. LIST ANY ADDITIONAL ATHLETES THAT YOU ARE NOW REPRESENTING SINCE YOUR LAST DATE OF AGENT REGISTRATION OR RENEWAL.

<table>
<thead>
<tr>
<th>PLAYER NAME</th>
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</tr>
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</table>

### 5. OTHER QUALIFICATIONS

- **ARE YOU CURRENTLY CERTIFIED BY THE NFLPA?**
  - Yes ☐ No ☐ Years certified: ☐
- **ARE YOU CURRENTLY CERTIFIED BY THE NBPA?**
  - Yes ☐ No ☐ Years certified: ☐
- **ARE YOU CURRENTLY CERTIFIED BY THE MLBPA?**
  - Yes ☐ No ☐ Years certified: ☐
- **ARE YOU CURRENTLY CERTIFIED BY THE NHLPA?**
  - Yes ☐ No ☐ Years certified: ☐

Have you ever been disciplined by any of these associations? If yes, please explain.

### 6. ADDITIONAL INFORMATION

  - Yes ☐ No ☐

- **HAVE YOU EVER BEEN CONVICTED OR PLED GUILTY TO A CRIMINAL CHARGE, OTHER THAN MINOR TRAFFIC VIOLATIONS? IF YES, PLEASE INDICATE THE NATURE OF OFFENSE, DATE OF CONVICTION, CRIMINAL AUTHORITY INVOLVED, AND PUNISHMENT ASSESSED.**
  - Yes ☐ No ☐

### 7. VERIFICATION STATEMENT (PLEASE READ CAREFULLY AND SIGN):

I certify that the above information is true, accurate, and complete to the best of my knowledge. Further, I certify that I will notify the Boston College Athletic Compliance Office, before the first contact with a student-athlete who has eligibility remaining in any sport and is enrolled at Boston College. I also reviewed the **Boston College Program for Agents/Financial Advisors**, a current copy of which has been provided to me along with this registration form, as well as the **Summary of NCAA Regulations and Other Amateurism Provisions**, and have not engaged in any activity that would jeopardize the eligibility of any Boston College student-athlete. I understand that failure to comply with the terms of this certification and the applicable NCAA legislation may result in the initiation of legal proceedings by Boston College against me and the assessment of civil penalties upon me.

**SIGNATURE:** ______________________  **DATE:** _______________________