



## NATIONAL LETTER OF INTENT PENALTY PROVISIONS & APPEALS PROCESS

**NLI Provision 4** states a student who does not attend the signing institution for at least one academic year as a full-time student (two semesters or three quarters) must serve one academic year in residence and will lose one season of eligibility in all sports upon enrollment at any other NLI member institution.

**NLI Provision 5** indicates a student may be completely released from his or her NLI obligation, including the one-year Basic Penalty, with approval from the original signing institution. The institution must indicate its decision of “Complete Release” on the NLI Release Request Form.

**NLI Provision 6** explains the NLI Policy & Review Committee will consider appeals for relief from the NLI Basic Penalty when the signing institution denies a student’s request for a “Complete Release.” The Committee will evaluate the extenuating circumstances presented by a petitioning student prior to rendering its decision.

The following procedure shall be followed in filing an appeal:

1. The student must complete (“Student Section” only) and submit a Release Request Form to the institution with which he or she signed an NLI. The form may be obtained from the Document Library on the NLI website. NOTE: The NLI Release Request Form is different from a release pursuant to the NCAA One-Time Transfer exception and a permission to contact letter issued by an institution.
2. After the NLI Release Request Form is completed by the signing institution (“Institution Section” only), the institution shall retain one copy, return one copy to the student and submit one copy to its conference office. The conference office shall submit a copy of the form to the National Letter of Intent office. (All NLI Release Request Forms must be completed, signed and filed with the NLI office.)
3. If an institution selects the “No Release” option on the NLI Release Request Form, the student may appeal that decision to the NLI Policy & Review Committee by submitting the following information to the NLI office:
  - a. A copy of the NLI Release Request Form signed by the institution’s athletics director;
  - b. An NLI Appeals Form outlining the extenuating circumstances that the student believes warrant a reduction of the NLI Basic Penalty. The NLI Appeals Form is available in the Document Library on the NLI website;
  - c. Any supporting documentation which clarifies the extenuating circumstances; and
  - d. Current contact information where the student may be reached.
4. After a completed NLI appeals packet is received in the NLI office, the signing institution will have an opportunity to respond to the student’s appeal in writing.
5. Following receipt of the institutional response, all documents are reviewed and presented to the NLI Policy & Review Committee for review and decision.
6. A decision of the NLI Policy & Review Committee may be appealed to the NLI Appeals Committee within 30 days of the date of the Policy & Review Committee’s decision letter. The NLI Appeals Committee’s decision shall be final and binding.

**\* Please allow 6-8 weeks to complete the appeals process \***