



**NWAACC Information Guide for
Non-contiguous/International Student-Athletes (NCISA)**



**Northwest Athletic Association of Community Colleges
Non-contiguous/International Student-Athletes Information Guide (NCISA)**

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Introduction NCISA Guidebook

From its inception the student-athletes who have participated in the NWAACC have been primarily from the states of Oregon and Washington. As the conference has evolved, recruiting has grown to include eight states and one province in Canada and this has in part, led to a growing increase in student-athletes on NWAACC rosters from non-contiguous states and from other countries. To ensure that the NWAACC codebook is followed, the NWAACC has developed the NCISA Guidebook to certify non-contiguous/international student-athletes.

The purpose of the NWAACC NCISA Guidebook is to review and examine the point of contact process for student-athletes who are not from recruitable areas as defined by the NWAACC Codebook. NCISA Guidebook will provide a systematic approach to certify that non-contiguous states student-athletes and international student-athletes have been contacted properly. This operation would help streamline the process for NWAACC institutions and provide a structure to better handle the process of bringing out-of-area recruits into the NWAACC.

NWAACC institutions who are contacted by non-contiguous state or international student-athletes must immediately inform that individual that they must first contact the NWAACC Compliance Manager before that institution may respond to them in any manner.

The Compliance Manager will initiate a dialogue based on a series of questions to be answered by the student-athlete. These questions would be similar in nature to the NWAACC out-of-area recruiting disclaimer as well as additional questions to be answered.

Based on the answers to these questions and possible in-person contact with the student-athlete, the Compliance Manager will certify the student-athlete as recruitable by the institution that was originally contacted. The NWAACC institution would be then able to make contact with the proposed student-athlete to inform him/her that the offer to play at the NWAACC institution consists solely of an opportunity to participate. {Note: the NWAACC codebook does not allow athletic grant-in-aid (athletic scholarships) to individuals from outside the NWAACC recruiting area}.

Based on the answers to these questions and possible actual in-person contact with the student-athlete, the Compliance Manager could declare that there has been a breach in the recruiting process of a student-athlete outside the recruiting area and therefore, declare the individual ineligible at any NWAACC institution for that upcoming year. The student-athlete may still attend the institution and participate with their program but would not be eligible to compete for the entire academic year until such time the student-athlete would become eligible in subsequent years at that NWAACC institution.



Descriptions

NWAACC Athletic Financial Aid

NWAACC grants-in-aid(athletic scholarships) may be offered or given only to athletes who shall be a high school graduate or the class year of which they were a member shall have graduated in Washington, Oregon, Alaska, province of British Columbia, California, Idaho, Montana, Nevada and Hawaii. A NWAACC grant-in-aid will not be offered to any student-athlete who is attending an institution on an International Student Visa, regardless of high school status. **{Article IV, Section 2}**

The phrase “extra benefits” refers to any special arrangement by an institutional employee or representative of the institution’s athletic interests to provide a student-athlete or a student- athlete’s relative or friend with a benefit such as free or reduced rate housing, free or reduced rate meals, or any financial aid in the form of loans or grants that are not available to any student, free or reduced rate for books and supplies, free or reduced rates for transportation, or the establishment of funds for athletes when it is not the policy of the college to give such services to all students, is illegal and a violation of the athletic code. The rate paid by student-athletes for room and board should be consistent with rates paid by students in general. Housing arrangements with coaches or college athletic staff members, other than on a temporary or emergency basis, are considered inappropriate and a violation of the code. **{Article IV, Section 1, E}**

It is not permissible for a student-athlete to receive financial aid, directly or indirectly, from a source outside the institution (e.g. a foreign government, a sports association, a high school booster club) for expenses related to attendance at a member college, if the award of such financial aid is based in any degree upon the recipient’s athletic ability. Receipt of financial aid from such a source renders the student-athlete ineligible for all intercollegiate participation unless all disbursements of financial aid are made through the appropriate campus office of the member college. Athletic financial aid is awarded exclusive of state and federal financial aid for which students may qualify on the basis of need. If a student has an institutionally established financial need, the total institutional award (i.e. state, federal and athletic aid) to that student may not exceed the established need. Students not qualifying for financial aid may receive athletic financial aid. Institutionally determined financial aid may be substituted for previously awarded financial aid. Athletic financial aid will be reported to the institution’s financial aid department and will be included in the student’s financial aid awards. **{Article IV, Section 1, F}**

Athletic Recruiting

Athletic recruiting will be defined as institutionally initiated personal contacts by letter, phone, or in person, between a member of the college athletic department or a representative thereof and a prospective student-athlete. **{Article VI, Section1}**

Athletic recruiting will be confined to only the states of Washington, Oregon, Alaska, province of British Columbia, California, Idaho, Montana, Nevada and Hawaii. Recruited student athletes shall be a high school graduate, or the class of year which they were a member shall have graduated in Washington, Oregon, Alaska, province of British Columbia, California, Idaho, Montana, Nevada and Hawaii.

A. Reason for attendance.

B. Institutional contacts or correspondence.

C. This affidavit will be endorsed by the college president designee, athletic director, head coach, and student-athlete. **{Article VI, Section 2}**

International Students F-1 Visa and Issuance of SEVIS Form I-20

Introduction

International student-athletes who require an F-1 student visa are subject to specific requirements regarding their admissions eligibility, financial ability and academic status. Failure of students to follow appropriate regulations and guidelines may result in severe difficulties with their immigration status with the U.S. Department of Homeland Security. To avoid difficulties, the NWAACC strongly recommends that athletic staff members meet with appropriate school officials (e.g., international admissions officers, international student advisors) to gain an understanding of the school's policies and procedures that are in place to protect international students and to maintain compliance with all immigration regulations.

Important note for athletic administrators, admissions officers, international admissions officers

Under no circumstances should an international student-athlete be issued a Form I-20 by the athletic department and with the expectation of financial support from the athletics department. **International students are not eligible for NWAACC athletic grant-in-aid (athletic scholarships).** Doing so is a recruiting violation and the institution is subject to major sanctions and fines. A NWAACC student-athlete must show proof of sufficient funds to cover tuition and living expenses as required by immigration laws.

Financial Ability

- All F-1 visa students must submit appropriate documentation of financial support before the school can issue the SEVIS Form I-20 [certificate of eligibility for nonimmigrant (F-1) student status].
- Generally the school's international admissions office or the registrar will have information as to what constitutes appropriate documentation of financial support. The school must provide the NWAACC office the appropriate documentation of financial support.

It is not permissible for a student-athlete to receive financial aid or directly or indirectly, from a source outside the institution (e.g. a foreign government, a sports association, a high school booster club) for expenses related to attendance at a member college, if the award of such financial aid is based in any degree upon the recipient's athletic ability. Receipt of financial aid from such a source renders the student-athlete ineligible for all intercollegiate participation unless the disbursements of financial aid are made through the appropriate campus office of the member college.

What Athletics Administrators Should Tell Student-Athletes

- International student-athletes cannot receive athletic aid from the athletics department.
- International Student-athletes should be informed of the true costs of attending the school and must understand the financial responsibilities.
- International Student-athletes must understand during their time of enrollment that if sufficient finances are not available the student risks violation of immigration status and possible deportation.

NWAACC RECRUITING DISCLAIMER

In accordance with Article VI, Section 2 (Athletic Recruiting) of the NWAACC Official Code, the following disclaimer is submitted, specifically, Article VI, Section 2 states: "Athletic recruiting will be confined to only the states of Oregon, Washington , Montana, Alaska, California, Idaho, Nevada and the province of British Columbia. NWAACC grants in aid may be offered or given only to athletes who shall be a high school graduate, or the class year of which they were a member shall have graduated in Washington, Oregon, Alaska, province of British Columbia, California, Idaho, Montana, Nevada and Hawaii. Student-athletes who graduated from a high school or their graduating class outside the aforementioned contiguous states must submit an NWAACC athletic questionnaire to the conference office and complete the following:

1. List reasons for attending NWAACC institution:

2. Why have you moved to Washington, Oregon, or British Columbia:

3. Explain how you found out about the NWAACC institution you wish to attend:

4. Please provide any correspondence you have with the member/representative of the institution you wish to attend:

5. List the name and the contact information of the person you first had contact with at the institution you wish to attend:

6. Please list all financial aid, scholarships, athletic aid, work study, and campus employment, that you have been offered or received by the NWAACC school, as well as the amounts of each award (see below)

_____ Federal Financial Aid	Amount Awarded _____
_____ Athletic Aid	Amount Awarded _____
_____ School Scholarship	Amount Awarded _____
_____ Other Scholarships	Amount Awarded _____
_____ Student Loan	Amount Awarded _____
_____ Work Study/FAid	Amount Awarded _____
_____ Campus Job	Amount Awarded _____

6. Date FAFSA Submitted to College Financial Aid Office: _____

****The above financial information verified by Financial Aid Officer:***

Name (Printed): _____ Signature: _____ Date: _____

If you are an international student you must have a signature from the international office, or registrar’s office verifying your certificate of finances.

Designated School Official Name:

(Printed): _____ Signature: _____ Date: _____

7. Date of initial College Enrollment in any and all credits at College: _____

8. Address that you will be living at while attending this NWAACC member College:

Address: _____ City: _____ State: _____ Zip: _____

Landlord: _____ Phone # of Landlord: _____

Host Family: _____

9. What is your share of the total rent paid per month at the above address: _____

By signing this, I attest that the information I have listed on this questionnaire is accurate and complete. I understand that falsification of my academic, financial aid, housing, and athletic participation records will result in immediate suspension of athletic eligibility in any sport at any NWAACC member college.

Date: _____ (Student-Athlete Printed): _____ Sport: _____
(Designate men or women)

(Student-Athlete Signed): _____

Date: _____ (Head Coach Signed): _____

I agree to provide the NWAACC with any and all information requested to verify eligibility including Housing, Financial Aid, and Academic information.

Date: _____ (Signed): _____

Athletic Director: _____ Coach: _____

College President or Representative: _____



**NORTHWEST ATHLETIC ASSOCIATION OF COMMUNITY COLLEGE
ATHLETIC QUESTIONNAIRE/RECRUITING DISCLAIMER**

Institution _____ Sport(s) _____ School Year _____

Name _____ SID _____ Date of Birth _____

Home Address _____ Cell Phone _____

City _____ State _____ Zip Code _____

Email: _____

High School: _____ (City/State) Date of Grad. _____

If you did not attend college right after high school, please identify what activities and dates you were involved with during that time period:

Date _____ Activity _____

Date _____ Activity _____

Date _____ Activity _____

Have you attended other collegiate institutions, including community colleges, since high school? YES NO

If "YES", list the college and dates (month/year) of enrollment:

Date _____ College _____

Date _____ College _____

If a transfer, state the number of hours transferred. _____ QUARTER HRS. _____ SEMESTER HRS.

Are **all** official transcripts from all previous colleges attended on file with the Admissions Office? YES NO

ATHLETIC PARTICIPATION: (INCLUDE COMMUNITY COLLEGE):

Have you participated in an intercollegiate contest/event since high school? YES NO

Have you participated in an intercollegiate practice since high school? YES NO

If "YES" to the above, complete the following, listing any participation at all colleges you attended, including present college.

20____ to 20____ _____

20____ to 20____ _____

20____ to 20____ _____

Are you now participating on any other team? YES NO If "YES", name the team _____

When was the last time you participated? _____ Have you notified the team you are leaving? YES NO

LETTER OF INTENT:

Have you ever signed a letter of intent? YES NO If "YES", sport for which letter of intent was signed _____

20____ to 20____ Name of College: _____

AMATEURISM:

Have you ever participated or tried out for a professional team? YES NO

Have you ever played with, received payment or signed a contract to play with a professional team? YES NO

If "YES", list the sport, organization and date signed _____



NWAACC Initial Eligibility Process for Non Contiguous State/International Student-Athletes

In order for non-contiguous state/international students to become eligible for competition in the NWAACC following is the process that needs to be followed:

- NWAACC institutions who are contacted by non-contiguous state or international student-athletes must immediately inform that individual that they must first contact the NWAACC Compliance Manager before that institution may respond to them in any manner.
- The NWAACC Compliance Manager must certify the student-athlete as recruitable by the institution who was originally contacted.
- The student-athletes must complete and sign the NWAACC Recruiting Disclaimer and all corresponding documents requested with the disclaimer.
- Completed and signed NWAACC Non-contiguous/International Student-Athletes Information Guide.
- If an international student-athlete, the student will provide copies of:
 - F-1 Student Visa
 - Certificate of Finances showing financial resources to cover costs

