



National Letter of Intent Procedure

A few reminders...

1. 7-Day Signing Deadline – The prospect and legal guardian must sign the NLI within 7 days from the date issued, or it will be invalid. In that event, another NLI may be issued within the appropriate signing period.
2. Institutional Filing Deadline -- The NLI must be filed with the conference office within 14 days after the date of final signature or it will be invalid. In that event, another NLI may be issued.
3. Basic Penalty – If the prospect does not attend CU for one full academic year after signing the NLI, and he/she enrolls in another institution, which uses the NLI, the prospect will not be eligible for competition until he/she has completed two full academic years of residence at the other institution. Further, the prospect will lose two seasons of eligibility in all sports.

Before the NLI is sent...

1. The sport representative must:
 - Submit a ‘NLI/Financial Aid Request’ to the Office of Compliance Services. It is preferred that all requests are made at least five days prior to the day of initial signing.
 - Please ensure that all information on the request form is correct, this is going on the NLI and financial aid contract.
2. The Office of Compliance Services will:
 - Copy each request form and forward to the Office of Financial Aid.
 - Create NLI and print instruction sheet
 - Get Athletic Director’s Signature on NLIs. Pick up finished contracts at OFA.
 - Put NLI Packet together and notify coach they are available for pick-up
 - Ensure Sport Supervisor approval for the release of the NLI/FAA.

After the NLI is Signed...

NO NLI IS VALID UNTIL IT IS RECEIVED BY THE OFFICE OF COMPLIANCE SERVICES

1. The prospect must fax and mail the NLI and Financial Aid Agreement to the OCS. If the contracts are sent to the respective sport office, they must be forwarded to the OCS immediately. The OCS will inform (via email) the respective sport and Sports Information when the contracts have been validated. No release can be made until the OCS determines the contract to be valid. The OCS will send the validated NLIs to the Pac-12 office.
2. If the NLI becomes void at any time, the coach must alert the OCS immediately.