



## HARDSHIP APPEAL

### **APPLICABLE AIA BYLAWS:**

#### Article 15. Student Eligibility Rules, Section 15.14 Hardship

**15.14 HARDSHIP (Form 15.10)** - In individual hardship cases the AIA Executive Board or the Hardship Appeals Committee may, at their discretion and upon such terms and conditions as may be imposed, waive or modify the Enrollment Rule (Article 15, Section 3 only), Domicile Rule (Article 15, Section 5), Maximum Participation Rule (Article 15, Section 9, Paragraph 1 only), Transfer Rule (Article 15, Section 10), and/or Recruitment Rule (Article 15.12.4.14 only), and/or the International Student Eligibility Rule (Article 15.15.2 only). The appeal shall initially be heard and decided by the Hardship Appeals Committee. The decision of the Hardship Appeals Committee shall be final unless appealed to the AIA Executive Board within ten days from the date of said decision. AIA Executive Board consideration of such appeals will take place only at regularly scheduled monthly meetings, unless otherwise scheduled by the Board. (See Article 6, Section 3 regarding procedures for meetings of the AIA Executive Board.) Procedures for appeals to the Hardship Appeals Committee shall be as determined by the AIA Executive Board.

#### Article 15. Student Eligibility Rules, Section 15.3 Enrollment Rule

**15.3.4** In order to establish eligibility, a student's initial enrollment shall be no later than the 14th official school day of the semester. If a student's initial enrollment occurs after the 14th official school day of the semester, he/she is ineligible for that semester.

15.3.4.1 In order to maintain eligibility, a student shall demonstrate regular attendance.

#### Article 15. Student Eligibility Rules, Section 15.5 Domicile Rule

**15.5.1 Domicile Requirements** - Except as otherwise stated in Article 15, a student, whether an adult or not, is privileged with eligibility for interscholastic competition only at the school in the district in which his/her parents are domiciled. In multi-school districts, the student is eligible only at the school in the attendance zone in which his/her parents are domiciled.

#### Article 15. Student Eligibility Rules, Section 15.9 Maximum Participation Rule

**15.9 MAXIMUM PARTICIPATION RULE** - After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. **Semesters 1-8 must be consecutive.**

15.9.1 Enrollment for at least fifteen school days during any semester, or participation in any interscholastic contest, constitutes a semester of opportunity and a season of opportunity.

#### Article 15. Student Eligibility Rules, Section 15.10 Transfer Rule

**15.10 TRANSFER RULE** - After enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student. For information and record keeping purposes, the receiving and sending school shall reasonably cooperate and complete Form 550.

#### Article 15. Student Eligibility Rules, Section 15.12 Recruitment Rule

**15.12.4.14 PRIOR CONTACT** - This provision applies to transfers to a school with which a non-school team or camp/clinic (e.g. AAU, American Legion, club team, or other non-school teams, camps/clinics) is affiliated or with which an instructor is affiliated. Despite compliance with the other provisions of AIA Bylaws, a student who attends, participates or was eligible to participate for a school, and then transfers to another school is ineligible for one calendar year under any of the following circumstances:

- The student transfers from a public (district & charter), or private school within one calendar year after:
  - Receiving direct athletic or activities instruction from a person affiliated with the school to which the student transfers.
- The student transfers from a home school within one calendar year after:
  - Receiving direct athletic or activities instruction from a person affiliated with the school to which the student transfers.

15.12.4.14.1 **During Summer Enrollment** - Beginning with the week identified in the AIA calendar as summer and ending with the week that begins fall practice, a student is considered to have transferred when the student has demonstrated intent to enroll in the receiving school. Intent is identified by the school or school district.

#### Article 15. Student Eligibility Rules, Section 15.15 International Student Eligibility

**15.15 INTERNATIONAL STUDENT ELIGIBILITY** - Prefatory Statement: In an effort to preserve and promote interscholastic competitive opportunities for Arizona students and further the goals of competitive fairness and equity, and recognizing the concerns of AIA member schools related to displacement of Arizona students by students from foreign countries, the following bylaw addresses the interscholastic eligibility status of international students attending an AIA member school:

15.15.2 **International Students:** An international student is a student who is in the U.S. under any Visa or document other than a J-1 Visa and who is attending an AIA member school. Except as stated below with regard to domicile, an international student must meet all eligibility requirements of any regularly enrolled student. An international student is eligible only for non-varsity level competition, which may include only 9<sup>th</sup> through 11<sup>th</sup> grade, and is not at any time of enrollment eligible for varsity level competition. With regard to domicile, an international student's non-varsity eligibility shall be at a school in the attendance zone of the home in which the student is placed.

**NOTE:** *In order to process the immense volume of appeals, all forms must be complete (see below for documentation required) and received in the AIA Office **no later than 1 week prior** to an AIA Appeals Committee meeting date. If form is incomplete and financial documents are not included, the appeal **will not** be heard by the committee.*

Complete and submit all sections of this form, along with additional documentation, to the AIA Office. Rulings on hardship eligibility request will be communicated by email within 24 hours of hearing.

The receiving school is responsible for originating and processing the Domicile/Transfer Rule Appeal Form and obtaining Verification of Reason for Transfer from the sending school (See Section I).

Written notice of the right to attend the appeal hearing must be given to the student and the student's parent(s) or legal guardian(s) by the school administrator. Copy of this written notice shall be part of the appeal documentation. (Refer to Article 15, Section 15.13).

Should the student, parent(s) or legal guardian(s) wish to attend the appeal hearing, they must be accompanied by a school administrator from the school of enrollment. Please indicate those who wish to attend:

Administrator \_\_\_\_\_ Student \_\_\_\_\_ Parent(s) \_\_\_\_\_ Legal Guardian(s) \_\_\_\_\_ Other \_\_\_\_\_ None \_\_\_\_\_

**NOTE:** *Should the student, parent(s) or legal guardian(s) **not** wish to attend the hearing, a ruling on the hardship eligibility request will be based upon the written material submitted. **Administrators and appropriate head coach of sending and receiving school may be required to attend the hearing.***

**APPEAL INFORMATION – To be completed by RECEIVING SCHOOL**

The following information must be submitted with this form:

1. Up-to-date student transcript
2. Current class schedule (student must be enrolled and attending classes).
3. **Financial Hardship**
  - a. Previous two years' income tax returns
  - b. Current earning statement
  - c. List of monthly expenditures
  - d. Other financial information
4. **Disabling Illness Hardship** – detailed medical documentation.
5. **Enrollment Rule Hardship** – *(Only complete pages 2, 6, 7 & 8 of packet)* Support documentation – why student enrolled after the 14<sup>th</sup> official school day. Date of first official day of school and date student first enrolled. ***Transcript and schedule required.***
6. Section I – to be completed by sending school and mailed back in a timely manner to the receiving school to be part of this application.
7. Section II – to be completed by parent(s) or legal guardian(s) and student.
8. Section III – to be completed by receiving school staff.

**NOTE:** ***This application must be complete before the Hardship Appeal Committee can hear the appeal.***

The **VERIFICATION BY SENDING SCHOOL** shown below, which is part of the Transfer Rule Appeal Form, is to be completed by the sending school (school previously attended) and returned to the receiving school (school of enrollment) **within five (5) working days**.

.....

NAME OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SENDING SCHOOL: \_\_\_\_\_

The above named student has requested a hardship appeal hearing to waive the applicable eligibility rule because of \_\_\_\_\_ (i.e. – financial, disabling illness, etc.)

Other (please explain) \_\_\_\_\_

In order to provide the AIA Appeals Committee with any pertinent information available, please complete and return this form to: \_\_\_\_\_ no later than \_\_\_\_\_.  
(Receiving School) (Date Required)

.....

**Section I – To be completed by the SENDING SCHOOL**

**VERIFICATION BY SENDING SCHOOL (REASON FOR TRANSFER)**

This portion of the form is to be completed by the sending school (school previously attended) and returned to the receiving school (school of enrollment). Please indicate any and all information, which may assist at the student’s hardship appeal hearing.

\_\_\_\_\_ attended \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name of Student) (Name of School)

- Based on my knowledge, the reason for transfer was:
  
- Has this transfer student, parents or guardian ever expressed concern regarding athletic participation?  
Yes No

If **yes**, please explain:

**Section I – to be completed by the SENDING SCHOOL – Cont’d**

- Was the reason for transfer due to a situation that could not be corrected by your school?

Yes                      No

If yes, reason why?

- Did you address the reason for student transfer? Please list steps you took to correct student’s reason for transfer.

Yes                      No

- If the reason for the transfer indicated above was “financial”, please respond to the following:  
Did student apply for financial aid?

Yes                      No

If yes, was financial aid awarded and how much? Please provide a copy of financial aid request documents including how much was awarded and for how long the aid was awarded.

- Do you believe the circumstance described indeed falls within the hardship definition?

Yes                      No

Please explain:

- As the **sending school** do you wish to attend the hardship hearing?

Yes                      No

***\*PLEASE ADD ANY ADDITIONAL INFORMATION YOU BELIEVE IS IMPORTANT FOR THE HARDSHIP COMMITTEE TO CONSIDER REGARDING THIS STUDENT.***

**NOTE: Attach additional materials if needed.**

\_\_\_\_\_  
PRINCIPAL’S SIGNATURE

\_\_\_\_\_  
DATE

Section I – to be completed by the SENDING SCHOOL – Cont’d

SPORT: \_\_\_\_\_

Have the transfer student, parents or guardian expressed concern to you or any member of your staff regarding their son or daughter’s:

- Status on the team  
Yes                      No
  
- Playing time  
Yes                      No
  
- Status of program  
Yes                      No
  
- Philosophy of Coach  
Yes                      No
  
- Philosophy of athletic program  
Yes                      No
  
- Do you believe the reason for this transfer is in any way related to athletic participation?  
Yes                      No

Explain any **yes** answer:

\_\_\_\_\_  
COACH’S SIGNATURE

\_\_\_\_\_  
DATE

**Section II – to be completed by the PARENT or GUARDIAN**

I understand the definition of hardship. My son/daughter's school principal has clearly explained the meaning and intent of the hardship rule.

I verify that the following information is correct and I realize that any falsification of the application will result in my son/daughter losing high school athletic eligibility.

\_\_\_\_\_  
Signature of Father/Legal Guardian                      Date

\_\_\_\_\_  
Signature of Mother/Legal Guardian                      Date

\_\_\_\_\_  
Signature of Student    Date

.....  
Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Current School: \_\_\_\_\_ Age: \_\_\_\_\_

School from which you have transferred: \_\_\_\_\_

Number of semesters in high school: \_\_\_\_\_ Previous semester's GPA: \_\_\_\_\_

Other schools student has attended beginning in the 9<sup>th</sup> grade: \_\_\_\_\_

Units passed previous semester: \_\_\_\_\_

Sports in which you plan to participate:

Describe below how this hardship eligibility request applies to Article 15, Section 15.14, Paragraph, 15.14 Hardship Defined (If additional space is required, use blank paper and attach to this form).

If financial hardship existed, did you request financial assistance?  
**Yes                      No**

If yes, how much financial assistance was granted? \_\_\_\_\_

**Section II – to be completed by the PARENT or GUARDIAN – Cont’d**

Please complete the following questions:

1. My son/daughter is seeking to avoid or nullify the effect of a penalty at his/her sending school that relates to discipline or sports eligibility. Yes                  No
  
2. My son/daughter has been approached by athletic personnel or other individuals with the intent of encouraging their transfer to school of application. Yes                  No
  
3. I, as the parent or legal guardian of the applicant, have been approached by athletic personnel or other individuals, eg. Booster club members, with the intent of encouraging their transfer to school of application. Yes                  No
  
4. My son/daughter is following a coach to another school where the coach has transferred. Yes                  No
  
5. My son/daughter seeks to participate with teammates or coaches with whom he/she participated in non-school competition during the preceding twelve months. Yes                  No
  
6. My son/daughter is receiving financial aid from an individual or group associated with the school of transfer. Yes                  No
  
7. My son/daughter has received a questionnaire card or letter encouraging my child’s transfer to the school of application. Yes                  No
  
8. My son/daughter has been given an item from a coach or school personnel who represents the school of transfer. Yes                  No
  
9. Have you ever expressed to the coach concerns regarding your son or daughter’s status on the team, coaching philosophy, performance of coach on team? Yes                  No
  
10. Have you informed the principal or athletic director of any concerns you may have regarding your son or daughter’s status on the team? Yes                  No
  
11. Have you requested assistance from any member of the school administration regarding issues and concerns regarding your son or daughter’s educational experience at their school? Yes                  No

**Section III – to be completed by the STAFF OF THE RECEIVING SCHOOL**

As a high school administrator and coach of the AIA member school, I realize that recruiting and or undue influence is unethical, unprofessional and completely against the rules and regulations established for high school sports.

Reference:

Article 2. Membership, Section 2.6, Paragraph 2.6.2.5

Article 15. Student Eligibility Requirements, Section 15.12

Article 17. Coaches and Coaching, Section 17.4, Paragraph 17.4.3.3

I also realize that disciplinary action can be taken by the AIA Executive Board for making contact or encouraging a student who does not reside in my schools' attendance zone to transfer. I also realize that these restrictions apply to booster clubs and any other individual who would contact a student for the sole purpose of encouraging a student to attend a specific school.

I realize that this type of contact can jeopardize my coaching position and the eligibility of the student and the team in which the student is a team member.

I also understand that any falsification of this document will jeopardize the team in which the applicant is a member and my future as a coach at any high school in the state of Arizona.

I fully understand the philosophy of the AIA as it relates to recruiting and verify that there has been no attempt to recruit the applicant to transfer schools for the purpose of participating in an athletic program.

**NOTE – Receiving school Principal and/or Athletic Director must provide the following NARRATIVE:**  
**(Committee will not hear appeal if narrative is not provided)**

- *How are the conditions of the student's hardship unforeseeable?*
  
- *How are the conditions of the student's hardship unavoidable?*
  
- *How are the conditions of the student's hardship uncorrectable?*

***NOTE: This form must be read and signed by the principal, athletic administrator, and all coaches involved in the program in which the transfer student intends to participate.***

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ATHLETIC ADMINISTRATOR

\_\_\_\_\_  
DATE



**Section III – to be completed by the STAFF OF THE RECEIVING SCHOOL – Cont’d**

All coaches of sports listed in **Section II** of this application form must sign below. This would include assistants, volunteers and head coaches. Please read Section III before signing this document.

**SPORT:** \_\_\_\_\_

\_\_\_\_\_  
Head Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Volunteer Coach

\_\_\_\_\_  
Volunteer Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Volunteer Coach

\_\_\_\_\_  
Volunteer Coach

.....  
**SPORT:** \_\_\_\_\_

\_\_\_\_\_  
Head Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Volunteer Coach

\_\_\_\_\_  
Volunteer Coach

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Assistant Coach

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Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Assistant Coach

\_\_\_\_\_  
Volunteer Coach

\_\_\_\_\_  
Volunteer Coach

## Hardship Appeal Packet – Reference Sheet / Check List

Please review packet before submitting. Make sure all the required documentation are included. If all required documentation is not received the appeal will not be heard by the AIA Hardship Appeals Committee.

If a **FINANCIAL HARDSHIP** the following **MUST** be included:

- Previous two years' income tax returns
- Current earnings statement
- List of monthly expenditures
- Any other financial information

If a **DISABLING ILLNESS HARDSHIP** the following **MUST** be included:

- Detailed medical documentation

If an **ENROLLMENT RULE HARDSHIP** the following **MUST** be included:

- Completed pages – 2, 6, 7 & 8 of packet
- Support Documentation
  - Why student enrolled after the 14<sup>th</sup> official school day
  - Date of first official day of school
  - Date of when student first enrolled
- Transcript
- Class Schedule

**ALL HARDSHIP APPEALS MUST INCLUDE THE FOLLOWING:**

- Student Transcript
- Current class schedule (student must be enrolled and attending classes)
- Completed Section I – completed by the SENDING SCHOOL
- Completed Section II – completed by the PARENTS/GUARDIANS and STUDENT
- Completed Section III – completed by the RECEIVING SCHOOL