



ARIZONA INTERSCHOLASTIC ASSOCIATION, INC.
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TRANSFER RULE **HARDSHIP APPEAL**

PURPOSE OF FORM: This form is used only to request a WAIVER OF THE TRANSFER RULE (i.e., student enrolls and attends one or more classes then changes enrollment to/from one school to another school)

APPLICABLE AIA BYLAWS:

Article 15. Student Eligibility Rules, Section 15.10 Transfer Rule: After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. Student shall be eligible to participate in interscholastic competition at the school to which he/she transferred provided there is a corresponding change of domicile of parent(s) or legal guardian(s).

Article 15. Student Eligibility Rules, Section 15.14 Hardship: In individual cases, the AIA Appeals Committee may, at its discretion and upon such terms and conditions as it may impose, waive or modify the Transfer Rules (Article 15, Section 15.10) when, in its opinion, enforcement of the rule would work an undue hardship upon the student.

NOTE: This form must be received in the AIA Office **no later than 1 week prior** to an AIA Appeals Committee meeting date.

Complete and mail all sections of this form, along with additional documentation, to the AIA office. Rulings on hardship eligibility requests will be communicated by phone 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.
Administrator and appropriate head coach of sending and receiving school may be required to attend the hearing.

APPEAL INFORMATION

To be completed by RECEIVING SCHOOL

Submit the following documentation with this form:

1. Up-to-date student transcript.
2. Current class schedule (student must be enrolled and attending classes).
3. **Financial Hardship** – Previous two years' income tax returns, current earnings statement, list of monthly expenditures, and other financial information.
4. **Disabling Illness Hardship** – Detailed medical documentation.
5. Section I to be completed by sending school and mailed back to receiving school to be part of this application.
6. Section II to be completed by parents or guardians and student.
7. Section III to be completed by receiving school staff.

NOTE: This application must be completed before hardship appeals committee can hear the appeal for hardship.

The **VERIFICATION BY SENDING SCHOOL** shown below, which is a 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).

.....
NAME OF STUDENT: _____ **DATE:** _____

SENDING SCHOOL: _____

The above named student has requested a hardship appeal hearing to waive the Transfer Rule because of _____ (i.e., financial, disabling illness). 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 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 include 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:

- Do you believe the reason for this transfer is in any way related to athletic participation?
() Yes () No

Section I - To be completed by 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 copy of financial aid request document including how much was awarded and for how long the aid was awarded.

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 filled out by SENDING SCHOOL’S COACHES – 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 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 previous 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, e.g. 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 an 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: 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 filled out by RECEIVING SCHOOL’S COACHES – 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

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Volunteer Coach

Volunteer Coach

Volunteer Coach

Volunteer Coach

.....
SPORT: _____

Head Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Volunteer Coach

Volunteer Coach

Volunteer Coach

Volunteer Coach