



OFFICIAL ITA AMATEUR REIMBURSEMENT FORM

PROSPECTIVE STUDENT ATHLETE FORM



Reviewed by the NCAA to Ensure Compliance with NCAA Regulations on Amateurism

Name	Date	
Address	Home Phone: Area Code ()	
City, State, Zip Code:		
Name of Tournament	Dates	Location
Player's School & Expected Date of Graduation		Player's School Coach

EXPENSES: The Tournament Director may reimburse a prospective student-athlete for actual and necessary expenses based on the prospective student-athlete's place/finish. Actual and necessary expenses are limited to the entry fee, transportation to and from the event, and a "reasonable" per diem allowance (based upon prevailing costs at tournament locale) for each day of participation in the event. **See Details on Opposite Side for reimbursement policy of parents and coaches.**

ITEM	PLAYER EXPENSES	RECEIPTS ATTACHED (Yes/No)
Entry Fee		
Transportation To & From Tournament (Air, Bus, Rail)		
Local Ground Transportation		
Per Diem (Food & Lodging) (# /days x \$ /day)		
	SUB TOTAL:	TOTAL:

Number of Days You Were in Tournament	Total Amount Received By Student-Athlete:
---------------------------------------	---

Note: A copy of this form, along with documentation (receipts) of expenses and reimbursements should be retained by the student-athlete to be presented upon request to the NCAA as evidence of participation as an amateur in a prize money event.

I declare that I have participated in this event as an amateur and have received reimbursement according to NCAA and USTA rules and regulations on amateurism.

VERIFIED BY: _____ **Signature of Student-Athlete**
 _____ **Date**
 _____ **Signature of Tournament Director**
 _____ **Print Name of Tournament Director**
 _____ **Date**

Special Eligibility Note:
 NCAA Division II and Division III eligibility rules allow prospective student athletes to accept all prize money.

ALLOWABLE AMATEUR EXPENSES

1. A player (student-athlete) starting play in a tournament as an Amateur remains an Amateur for the purposes of that tournament.

(NCAA clarification: Each institution is responsible to verify all information used in certifying a student-athlete's eligibility.)

2. Expenses: Please note that NCAA amateurism rules permit a prospective student-athlete (prior to enrollment in a four year collegiate institution) participating as an amateur player in the tournament to receive actual and necessary expenses for such participation. Actual and necessary expenses for a participating prospective student-athlete, unlike an enrolled student-athlete, may be based on the prospective student-athlete's place finish in the event. *

Actual and necessary expenses are limited to the entry fee, transportation to and from the event, and a "reasonable" per diem allowance (based upon prevailing costs at tournament locale) for each day of participation in the event to cover lodging and meals. If funds remain available from prize money not allocated, such funds may be used to cover the student-athlete's actual and necessary expenses.

(This wording has been provided by the NCAA for clarification.)

3. Where practical, expenses must be supported by receipts or other evidence of payment.

(NCAA clarification: Although receipts are not required per NCAA regulations, an institution is responsible for ensuring that appropriate documentation exists.)

4. An Amateur cannot accept reimbursement for an expense if someone else (for example, Sponsor) has paid such expense, unless the Amateur actually returns such payment to the Sponsor.

5. A prospective student-athlete or enrolled student-athlete may have a coach or parent in attendance at an event but can not accept the actual and necessary expenses on behalf of their coach or parent or include the expenses of the coach or parent in the participant's own reimbursement for actual and necessary expenses. NCAA amateurism regulations do not permit the calculation of actual and necessary expenses of the participating prospective student-athlete or enrolled student-athlete to include the expenses or fees of anyone other than the participant (e.g. coach's fees or expenses, parent's expenses).

Finally, please note that a tournament sponsor, at its discretion, may provide actual and necessary expenses directly to a coach or any other individual provided such reimbursement is not based on the participants place finish in the event.

(This wording has been provided by the NCAA for clarification.)

Special Note: NCAA Division II and Division III eligibility rules allow prospective student athletes to accept all prize money, even where it exceeds actual and reasonable expenses.