

**CANADIAN INTERUNIVERSITY SPORT
LETTER OF INTENT RELEASE REQUEST FORM**

===== **This section to be completed by the student** =====

_____ is requesting relief from penalties associated with not fulfilling the Letter of Intent signed with
Name of LOI Signee _____
_____ in the sport of _____ for the _____ academic year.
Signing Institution _____ Sport _____ Year on LOI _____

PENALTY:

In the event I do not attend my LOI Institution for the academic year noted above, I understand that I am automatically disqualified from receiving an Athletic Financial Award from any other CIS member institution for the same academic year.

Signed _____ Date _____
Student _____ Date that this form is signed _____

Signed _____ Date _____
Parent or Legal Guardian Signature if student is under 18 _____ Date that this form is signed _____

===== **This section to be completed by the institution** =====

The Director of Athletics must mark one of the options below, sign and simultaneously submit a copy of this form to both the student and the CIS Office. This request form must be replied to within 10 clear days from the date the form is received from the student.

_____ **Complete Release**

A Complete Release permits the above-named student to attend any CIS member institution without being subject to the LOI Penalty. It releases both the institution and the student from any further LOI obligations. Additionally, the LOI Recruiting Restrictions are no longer in effect, allowing the student to be recruited by other CIS member institutions.

_____ **No Release**

Selecting the No Release option keeps the Letter of Intent in tact, thereby subjecting the student to the LOI Penalty. In this situation, the student may appeal to the CIS Eligibility Committee for a release. In that event, the institution will be required to provide documentation supporting its decision to the CIS office.

Signed _____ Date _____
Director of Athletics (NOT A DESIGNEE) _____ Date that this form is signed _____

Please note, when providing a copy of this response to the CIS Office, please use the following coordinates:

CIS Fax Number : 613-562-5669
CIS E-Mail : cisoffice@universitysport.ca