

Dear Sir or Madam:

This letter is to inform you of the Waiver Appeal Process regarding the University Interscholastic League Waiver Officer's Decision as it pertains to the eligibility of your son/daughter.

In order for this application to be considered complete and to formally place this case on the agenda for the Waiver Review Board you must complete, sign, and return the "Request to Overturn the Decision of the UIL Waiver Officer" form included in this packet.

When UIL has received a completed "Appeal Application" we will place this case on the agenda of the Waiver Review Board and notify you of the date and time. Per Section 31 of the *UIL Constitution & Contest Rules*, the Waiver Review Board consists of nine persons; four who are appointed by the chair of the UIL Legislative Council and five who are elected by their peers. In cases involving appeals, the Waiver Review Board may sit in panels of three voting members or the UIL hearing officer may review the case.

During the Waiver Review Board meeting your case will be allotted 45 minutes. During the allotted time, the Waiver Review Board will hear testimony from:

- The UIL Waiver Officer
- The parent(s)/student requesting the appeal
- A representative of the school
- Any legal counsel the parents wish to have in attendance
- Other witnesses requested by the appellant

Section 468 of the *UIL Constitution and Contest Rules* outlines the decision review process in an appeal of a waiver application. If the board or the hearing officer finds that the circumstances that caused the student to be ineligible were caused by involuntary and/or unavoidable action such that the student could not reasonably be expected to comply with the rule, and (in the case of a waiver of the four year rule) if those same circumstances caused the student to miss an entire season's participation in an activity, the waiver shall be granted.

All evidence and documentation that is available should be presented to the Waiver Review Board. The decision of the Waiver Review Board in this matter will be based on the total record of this case including previous and current documentation. **The Waiver Review Board decision will be final.**

The "Request to Overturn the Decision of the UIL Waiver Officer" document, provided in this packet, will serve as the formal appeal motion at the end of the hearing. Following the presentation of evidence and summary statements from those present, the Chair of the Board will proceed with the decision making process. Each committee member will vote "In favor" or "Opposed" to the requested appeal. If a majority of the members vote "In favor" of the appeal, the ruling of the UIL Waiver Officer will be overturned and the waiver granted. If a majority of the members vote "Opposed", the ruling of the UIL Waiver Officer will be upheld and the waiver denied.

Send the completed "Appeal Application" to Waiver Officer, University Interscholastic League, P.O. Box 8028, Austin, TX 78713-8028 accompanied by the \$200.00 filing fee (unless fee is waived by Waiver Officer). Payment will only be accepted in the form of a money order, cashier's check, or school check. Personal checks will not be accepted.

Should you have questions or require additional information or assistance, please contact the UIL Office at (512) 471-5883.

Sincerely,

Eddie Wolski  
Waiver Officer

**Request to Overturn the Decision of the UIL Waiver Officer**

The parent(s)/guardian of \_\_\_\_\_ request that the University  
(enter students name here)

Interscholastic League Waiver Review Board overturn the decision of the UIL Waiver Officer regarding his/her athletic eligibility.

\_\_\_\_\_  
Parent/Guardian (Print Name)

\_\_\_\_\_  
Parent/Guardian (Print Name)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

**FOR OFFICE USE ONLY**

Waiver Review Board Hearing Date: \_\_\_\_\_

\_\_\_\_\_ In Favor

\_\_\_\_\_ Opposed