

# National Collegiate Volleyball Federation Internship Exception Form

This document contains instructions on how to file an appeal under the internship exception from the required minimum units needed to participate in the NCVF Championship Tournament. For questions, please contact NCVF Compliance Chairperson [Nicholas Toth](#).

If you obtain an internship and no longer meet the minimum units to participate in the NCVF Championship Tournament, you must file an appeal with the NCVF Men's or Women's Compliance Committee. In order to have a quick decision rendered on your appeal, you will need to file the materials detailed below in addition to the NCVF General Appeal Form. Depending on your particular circumstances, not all of these items may be pertinent to your appeal.

1. Proof that you are a current student at your university during the semester/quarter of your internship (i.e. an official transcript or letter from your school's Registrar/Admissions Office).
2. Proof that you are enrolled in a course receiving credit units for your internship (i.e. an official transcript or letter from your school's Registrar/Admissions Office). If you are not receiving credit units, explain why in a separate declaration.
3. Proof that your internship is required by your school for your course of study (i.e. a degree requirement sheet/check-list). If an internship is not required, submit a signed letter from your department chair/dean or your academic adviser indicating that an internship is recommended for your course of study.
4. An appeal fee as follows:
  - a. \$0 - On or before 2/20
  - b. \$25 - 2/20 – 2/29
  - c. \$50 - 3/1 – 3/31
  - d. \$100 - On or after 4/1

After you have collected the necessary information, scan it and submit it with your NCVF General Appeal Form to NCVF Compliance Chairperson [Nicholas Toth](#).