Dear,

We are pleased that you have chosen to make an official visit to Philadelphia University. Following the guidelines that govern the NCAA member institutions, I must make you aware of the following: In Divisions I and II, you may take a maximum of five expense-paid (official) visits, with no more than one expense-paid visit to any one institution. You may make as many visits on your own as you wish (unofficial visit); however, a total of five can be official, expense-paid visits. It is important to note that Philadelphia University will provide, at no expense to the prospects (you the recruit), housing in the residence halls with a student-athlete host for 2 nights (not to exceed 48 hours) and all meals during the visit in university dining halls. Any additional request for expenses must be pre-approved by the Associate Director of Athletics prior to your visit.

To comply with NCAA Division I regulations, we must receive a high school or college academic transcript prior to your arrival to campus. The transcript may be an unofficial photocopy of an official document from your high school or college. You must also present a score from a PSAT, SAT, PLAN, or an ACT test taken on a national testing date under national testing conditions. NCAA Division II requirements require that we only receive the scores from the PSAT, SAT, PLAN, or an ACT test prior to your visit. If you have applied to Philadelphia University and our admissions office has already received a copy of your transcript and test scores, you do not need to send in another copy.

In addition we have included an OFFICAL VISIT EMERGENCY CONTACT FORM. Please complete this form and submit it on or before your official visit. If this form is not submitted you will not be permitted to participate in any tryouts, “pick-up” or athletically related activities on your visit.

Thank you for taking the time to complete all the necessary paperwork prior to you stay on campus. We are looking forward to seeing you and are thrilled to be included in your college search! Thanks again for your interest and if you have any questions, do not hesitate to call.

Sincerely,

Lynn M. Tubman
Associate Director of Athletics/
Senior Woman Administrator
Philadelphia University
Official Visit Emergency Contact Form

Name ____________________________         Sport ______________   Date of Birth_________
Social Security _________________   High School/College____________________

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Philadelphia University Host:</th>
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<tbody>
<tr>
<td>Town:</td>
<td>Residence Hall:</td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td>Cell telephone/Room phone:</td>
</tr>
</tbody>
</table>

| Emergency Contact      |
|------------------------|-------------------------------|
| Parent/Guardian:       | Contact Other than Parent:    |
| Home Telephone:        | Home Telephone:               |
| Work Telephone:        | Work Telephone:               |
| Cell Telephone:        | Cell Telephone:               |

Assumption of Risk Waiver

I _____________________ accept that participation in sports requires an acceptance of risk of injury. I assume that those responsible for the conduct of sports have taken precautions to minimize risk and those participating in the sport will not intentionally inflict injury.

I understand there is a possibility that a catastrophic sports injury may occur. Participation in sport could result in death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to all internal organs, serious injury to all bones, joints, ligaments, muscles, tendons and other aspects of the musculoskeletal system, and serious injury or impairment to other aspects of my body, general health and well-being.

Date:_______________
Signature:____________________________ Parent/Guardian:____________________________

Medical Treatment and Coverage

I _____________________ accept that Philadelphia University cannot be held responsible for any previous/current medical conditions that I may have or for any medical expenses incurred due to any pre-existing medical conditions, or those incurred while participating in athletic practices with a Philadelphia University sports team.

I accept that if the Athletic Training staff has to administer first aid care that I must abide by their recommendations for return to practice until they deem it safe or a physician clears me for full activity.

Date:_______________
Signature:____________________________ Parent/Guardian:___________________________
Philadelphia University
OFFICIAL VISIT REQUEST 2005-2006

Sport: ___________________  Dates of Visit: ________________

Name of Recruit: ______________________   SS# _____- _____-______

High School/College:________________________   D.O.B ___-___-____

Other Accompanying Recruit on Visit:
(Name and Relationship to Recruit)
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Check List for Official Visit:

_____ Visit Letter Mailed and Attached

_____ SAT/ACT Scores Attached

_____Official Visit Form-Prospect – (Must be given to prospect and returned to the athletic department at the completion of the official visit)

____________________________________________________________________

*Meal Ticket Request: Meal(s)__________________ # Tickets/Meal______

Head Coach Signature: _______________________________ Date: ______________

Compliance Coordinator: _____________________________ Date: ______________

*Meals are not to exceed three per day, for prospects, and their parents or legal guardians.
Philadelphia University
2005-2006 STUDENT HOST INSTRUCTIONS
TO BE COMPLETED PRIOR TO THE RECEIPT OF THE STUDENT HOST CASH ADVANCE

Student Host: ___________________________    Sport: __________________________
Prospect(s):_____________________________________________________________
Compliance approval: ____________

Acting as a student host is an important service as Philadelphia University and the Department of Athletics. The following is a brief list of NCAA regulations regarding the hosting of prospects. If you have any questions, please do not hesitate to ask either your coach or the Associate Director of Athletics.

1. You must be enrolled Full-time at Philadelphia University. If you are a freshman, you must have been certified as a qualifier by the NCAA Initial-Eligibility Clearinghouse.
2. You may be provided a complimentary meal, provided you are accompanying the prospect.
3. A maximum of $30 per day may be provided for entertainment for the prospect and host, excluding the cost of meals and admissions to campus athletics events. An additional $15 per day may be provided for each additional prospect the host entertains. The prospect may not pay for any entertainment. If the cost is more than $60 (two day total), it is not permissible.
4. No cash may be given to a prospect.
5. The entertainment funds may not be used to purchase the prospect souvenirs (t-shirts, hats, etc.).
6. There will be no underage use of alcohol, use of drugs or sex as a recruiting device.
7. Host and prospects agree to not engage in illegal or criminal activities, gambling or use of “exotic dancers”/ gentlemen’s club during the official visit.
8. You may not use vehicles provided or arranged for by an institutional staff member.
9. All entertainment must take place within a 30-mile radius of Philadelphia University.
10. Sport specific team curfews apply for the student-host and prospect.
11. You shall not allow recruiting conversations to occur, on or off campus, between the prospect and a booster.
12. The prospect can participate in recreational activities; provided the activities are not organized or observed by members of the coaching staff and are not designed to test the prospect’s athletic abilities.
13. Complimentary (up to 3) admissions to an on-campus athletics event may be provided to the prospect and the prospect’s parts (or guardians) or spouse. These must be reserved at least one day in advance. If accompanying prospect, a student host may also be provided an admission.

I certify that I have read the above instructions and the attached “Special Guest Guidelines” and hereby agree to host the named prospect(s) on the date’s of_________________

Student Host Signature: __________________________________ Date: ____________________

STUDENT HOST REPORT
TO BE COMPLETED UPON COMPLETION OF THE OFFICIAL VISIT

I certify that, to the best of my knowledge, I followed all NCAA, New York Collegiate Athletic Conference, and institutional regulations in hosting the above listed prospect(s) and I am not aware of any violations of such regulations during the visit.

Student Host Signature: ___________________________ Date: ____________________

Head Coach Signature: ___________________________ Date: ____________________

CACC
SPECIAL GUEST GUIDELINES

The following guidelines are provided to address the overnight stay of a University student guest and in particular, an Admission or Athletic overnight guest visiting through the Philadelphia University Office of Residence Life.

Any student wishing to stay overnight as an aid in their decision to attend Philadelphia University or participate in Athletics, must first have had contact with the Admissions or Athletic Office. Admissions or Athletics will determine if the student is in need of this special consideration and make arrangements (per established guidelines) with the Office of Residence Life to accommodate the student.

The following guidelines have been established:

- Residence Life is advised of student hosts before a guest can be assigned to that room. Once a guest is assigned, Residence Life must be contacted about the assignment at least two (2) business days in advance via e-mail to ResLife@philau.edu. The subject line of the e-mail should include “Athletic Visit” and date of visit, ex: Athletic Visit 9/1/05.
  - A person(s) must be pre-designated as a host (through the Admissions or Athletic Office) for the guest.
  - As a host, it is agreed that the guest will reside in the host's room with prior approval from any roommate(s).
  - The Admissions or Athletic Office, if required, requests a bed, for the guest through Physical Plant. It is the Admissions or Athletic Office and hosts’ responsibility to ensure the bed is delivered and is picked up.

- Residence Life will notify the Residence Coordinator of the specific area and/or on duty about the assignment.

- Hosts will secure an overnight guest pass for the guest through the Residence Coordinator of their hall/area. This must be requested 48 hours in advance of the stay. The Residence Coordinator will verify the approval of the visit with the Office of Residence Life, in the case that they had not previously been notified.

- The guest MUST produce picture identification and be able to present it at all times, for University Security and Residence Life staff.

- The host is always responsible for the behavior of the guest and as such, will follow all proper guest registration and host procedures established for the residence halls. The guest agrees to abide by all established residence hall rules and regulations and will be apprised of such by their host.
Hosts that violate any University policy in the presence of their guest or during his/her visit are subject to judicial sanctions, including, but not limited to loss of visitation privileges and University probation. In addition, the host (resident) will no longer be permitted to host guests for any University department or office for one year.

A guest will be permitted to stay overnight for one evening.

Visiting students who are 17 or younger must have written permission from parent(s).

In as many cases as possible, guests will know their host and/or others in the room they are to visit.
OFFICIAL VISIT FORM—PROSPECT

A prospective student-athlete is allowed to make five official visits to member institutions. These visits shall not exceed 48 hours and may include accommodations, transportation, entertainment, and meals that fall under the applicable rules as stated in the NCAA manual. Any prospect that makes a visit to Philadelphia University must verify, in writing, that he or she was held to the above-mentioned regulations. If a violation of NCAA rules should occur during an official visit, the prospect will notify the department of athletics immediately.

1. Prior to my coming to campus, I received written notification of the five-official visit limit. Y N

2. I have presented Philadelphia University with my high school transcript (official or unofficial) as well as my PSAT, SAT, PLAN or ACT scores BEFORE I arrived on campus. Y N

3. I have not traveled more than 30 miles from campus or was provided excessive entertainment/meals/lodging/transportation while on my visit. Y N

4. I was not given ANY cash, items, or other benefit by the coach(es), other players or boosters while on my visit. Y N

I verify that the above is correct and that any falsification of answers may potentially affect my future athletic eligibility.

Prospective student-athlete PLEASE PRINT Date

Signature Date

Coach Signature Date

Sport
During an *unofficial* or *official* visit, the institution may provide a maximum of three complimentary admissions, issued only through a pass list, to a campus athletics event in which the institution’s intercollegiate team competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Special seating, i.e. boxes or bench area, is prohibited. *A student-host may receive a complimentary admission if accompanying a prospect on an official visit.*

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<tr>
<th>Sport</th>
<th>Opponent</th>
<th>Date</th>
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<tr>
<th></th>
<th><strong>Unofficial Visit</strong></th>
<th><strong>Official Visit</strong></th>
<th>Parents/spouse</th>
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<tbody>
<tr>
<td><strong>Prospect</strong></td>
<td><strong>Student Host</strong></td>
<td><strong>Prospect’s Guest</strong></td>
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**PLEASE NOTE OTHER TERMS AND CONDITIONS**

Please return this form to the Athletic Department one day prior to the game. List the full name of each prospect and their guests. Please do not use nicknames. Each person receiving a complimentary admission MUST appear in person and present an I.D. Those without I.D. WILL NOT be admitted. Please notify the Athletic Department of any canceled visits.

I certify that I have read the above, and the information given is correct and complies with NCAA and Philadelphia University rules and regulations on complimentary admissions.

Signature: ____________________________ Date: ____________________________

Head Coach