



# OPERATIONS MEMO

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

November 02, 2023

GOM 2023-38

TO: Financial Aid Administrators

FROM: Tae Kang *Tae Kang*  
Deputy Director, Program Administration & Services Division

**SUBJECT: 2024-25 College Cost Estimate Screen Enhancements and Updates**

This Operations Memo from the California Student Aid Commission (Commission) announces the opening of the 2024-25 College Cost Estimate screen in WebGrants. The Cost Estimate information provided by each institution will be used by the Commission to determine the financial need and award amounts for 2024-25 Cal Grant applicants.

### College Cost Estimate Screen

The Commission anticipates processing preliminary 2024-25 Cal Grant awards for the High School Entitlement (EI) program in early February 2024. The Cost Estimate screen in WebGrants must be completed by **January 19, 2024**.

- Please update the 2024-25 estimated cost information by overwriting the pre-populated fields. If 2024-25 cost estimates are not available, please update this information with final 2023-24 information.
- If updated information for the 2024-25 academic year is not provided by January 19, 2024, the Commission will utilize data from the 2023-24 year. Please note that once the Cost Estimate screen has closed for the academic year, the information cannot be updated.
- Access to the College Cost Estimate screen is granted by each institution's WebGrants System Administrator.

### New Default Housing Status

As a result of the housing status no longer required with the 2024-25 FAFSA/CADAA application, the Commission is requesting institutions provide the preferred housing status by Educational Level (EL). The preferred housing status by EL will be used for the financial need determination for Cal Grant eligibility. The EL corresponds to the FAFSA/CADAA grade level values such as EL 1 is equal to First Year (Freshman). Beginning with 2024-25 cost estimate submissions, institutions will be able to select the Default Housing Status based on their students' EL. The College Cost Estimate Screen has a default housing status selection based on educational level and school segment, but each campus has the ability to update these selections per their campus preferences.

There will be three housing status fields for institutions to update on the form:

- EL 1
- EL 2
- EL 3 or Greater

Options will include:

- On Campus
- Off Campus
- With Parent

The screenshot shows a form with the following fields:

- Academic Year: 2024-2025
- Title IV School ID#: [Redacted]
- Cal Grant Overlap Preference: [Dropdown]
- Default Housing Selection - EL 1: On Campus
- Default Housing Selection - EL 2: Off Campus
- Default Housing Selection - EL 3+: Off Campus
- Program/Course Length: [Dropdown]

### Clarification of Budget Information

Institutions must provide cost information for three budgets:

- On Campus (enter the same amount for Off Campus if no On Campus housing is available)
- Off Campus
- With Parents

Enter the budget information for all estimated attendance expenses **excluding tuition and fees**. Enter tuition and fees separately in the appropriate sections.

- UCs, CSUs, and CCCs must enter \$0 in the tuition field. Any other tuition/enrollment fees will be entered in the Fees section.
- All other institutions enter the tuition amount in the designated Tuition section and additional Fees in the fees section. Only fees that are charged to all students, regardless of the program or education level, should be included in the Fees section.

The tuition, fees, and three budgets should match the amounts the institution will utilize when determining financial need for the 2024-25 award year. This will ensure that accurate Cal Grant awards can be made.

### Cost Estimates for Summer Terms

- Institutions with an **optional summer term (01-SUMMER)** should submit two Cost Estimates in WebGrants. The first submission should calculate costs for the regular terms (program/course code 00). The second submission should calculate the tuition, fees, and budget information for the entire academic year and include the summer term costs (program/course code 01). This is critical to ensure correct awards for students with a summer term.

- Institutions with a **mandatory summer term** will only have one Cost Estimate which includes the summer tuition, fees and budget and will not see a 01-roster option.
- Some schools have more than one display roster in WebGrants and each roster's cost estimate will need to be updated, including any summer rosters attached to these additional rosters as seen in the example above.

### Cost Estimates for Colleges with Additional Programs/Rosters

- Community colleges with BA programs need to update their 01 roster estimates as seen in the following image. To update, enter your school's OPE ID and replace the last two digits with 01 to access the BA roster.

- Private institutions will use their respective OPE ID numbers if they have separate rosters for their additional locations or programs.

### High School Graduation Date Verification Opt Out

If an institution opts out of the high school graduation date verification process on the Cost Estimate screen in WebGrants, students attending the campus will not be required to verify their high school graduation date. This option may be used by institutions that require high school graduation as part of their admission requirements.

- Campuses assume the liability for any new Entitlement Cal Grant funds disbursed to students who have not graduated high school, or achieved the equivalent, as required by law.
- A student who transfers to another school that does not "opt out" will be required to have their graduation status verified prior to disbursement at the new campus.

### Need to contact us?

- School Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

### **Working together to effectively promote education beyond high school!**

P.O. Box 419027, Rancho Cordova, CA 95741-9027 Website: [www.csac.ca.gov](http://www.csac.ca.gov)