October 5, 2020   **GOM 2020-30**

TO: Financial Aid Administrators

FROM: Steve Caldwell
           Interim Deputy Director, Program Administration & Services Division

SUBJECT: **2021-22 WebGrants College Cost Estimate Screen**

This Operations Memo from the California Student Aid Commission (Commission) announces that institutions are now able to submit College Cost Estimates in WebGrants. The Cost Estimate information you provide will be used by the Commission to determine the financial need and award amounts for the 2021-22 Cal Grant applicants.

College Cost Estimate Screen

- Your institution must update the 2021-22 estimated cost information by overwriting the pre-populated fields. If the 2021-22 cost estimates are not available, please update this information with the final 2020-21 figures.

- If the school does not provide updated information for the 2021-22 academic year, the Commission will use data from the 2020-21 year.

- The Commission anticipates processing the first 2021-22 preliminary Cal Grant awards for the High School Entitlement program beginning November 2020. Therefore, the WebGrants College Cost Estimate screen should be updated and completed by **Friday, October 30, 2020.**

Access to the Cost Estimate screen is granted by your school's WebGrants System Administrator. The School Information WebGrants User Guide is available in WebGrants on the Help page. Cost Estimate screen instructions begin on page 7.

Clarification of Budget Information

- Institutions must provide cost information for three budgets:
  o On-Campus
  o Off-Campus
  o With Parents

- Enter the budget information for **all estimated attendance expenses** *excluding* **tuition and fees.** Tuition and fees are to be entered in another location on the screen.

- The sum of the tuition, fees, and on-campus, off-campus or with parent's information should equal the same budgets the institution will use when determining financial need for the 2021-22 financial aid award year. Please ensure the data is entered in this manner to ensure accurate Cal Grant awards can be made for your campus.

- Institutions with an **optional summer term** should submit two College Cost Estimates: one for the regular terms (program code 00), and one with the summer tuition and fees included (program code 01).

- Institutions with a **mandatory summer term** should submit one College Cost Estimate with the summer tuition and fees included.

High School Graduation Verification Opt Out

- Students attending your campus are not required to verify their high school graduation date if your institution is "opting out" of the high school graduation date verification process on the "College Cost Estimate" screen.
  - This "opt out" option might 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.
  - Individual students are not affected by a campus checking the "opt out" option.
  - Although payment is allowed at the campus that is choosing to opt out, a student who transfers to another school that does not "opt out" is required to have their graduation status verified prior to disbursement at the new campus.

Need to contact us?

➢ Institutional Support phone number: (888) 294-0153
➢ E-mail: schoolsupport@csac.ca.gov

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