



***Program Compliance Office
Cal Grant Program Review Report***

2003-04 Award Year

**Maric Lake Forest
Program Review ID#90503113100**

**25361 Commerce Center, Suite 100
Lake Forest, CA 92630**

Program Review Dates: August 2005

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AUDITOR'S REPORT

SUMMARY We reviewed Maric Lake Forest's administration of California Student Aid Commission (Commission) programs for the 2003-04 award year.

The institution's records disclosed no significant deficiencies:

BACKGROUND Through institution compliance reviews, the administration of Commission programs is evaluated to ensure program integrity with applicable laws, policies, contracts and institutional agreements as they pertain to the following grant programs administered by the Commission:

A. Institution

- Type of Organization: For Profit Proprietary Institution
- Executive Director: Rick Sylstra
- Accrediting Body: Accrediting Council for Continuing Education and Training
- Size of Student Body: 30

B. Institutional Persons Contacted

- Melinda Serban: Financial Aid Director
- Steve Giorgi: Regional Director of Financial Aid

C. Financial Aid

- Date of Prior Commission Program Review: None
- Branches: None
- Financial Aid Programs: Federal: Family Education Loan Program, Direct Loan Program, Workstudy, Pell, and SEOG
State: Cal Grant C
- Financial Aid Consultant: None

OBJECTIVES, SCOPE AND METHODOLOGY The purpose of our review is to provide the Commission with assurance that the institution adequately administered the Commission programs and their compliance with applicable laws, policies, contracts and institutional agreements as they pertain to the grant programs administered by the Commission.

The review focused on, but was not limited to, the following areas:

- A. General Eligibility
- B. Applicant Eligibility
- C. Fund Disbursement and Refunds
- D. Roster and Reports
- E. File Maintenance and Records Retention
- F. Fiscal Responsibility for Program Funds

AUDITOR'S REPORT (continued)

**OBJECTIVES,
SCOPE AND
METHODOLOGY**
(continued)

The specific objectives of the review were to determine that:

- Administration systems have adequate controls to ensure that grant funds received by the institution are secure.
- Administration systems have adequate controls to ensure that grant payments are accurate, legal and proper.
- Accounting requirements are being followed.

The procedures performed in conducting this review included:

- Evaluating the current administrative procedures through interviews and reviews of student records, forms and procedures.
- Evaluating the current payment procedures through interviews and reviews of student records, forms and procedures.
- Reviewing the records and grant payment transactions from 4 students who received a total of 4 Cal Grant C awards within the review period. The program review sample included all students awarded.

The review scope was limited to planning and performing procedures to obtain reasonable assurance that Commission grant funds were administered according to the applicable laws, policies, contracts and institutional agreements. Accordingly, transactions were examined on a test basis to determine whether grant funds were expended in an eligible manner. The auditor considered the institution's management controls only to the extent necessary to plan the review.

This report is written using the exception-reporting format, which excludes the positive aspects of the institution's administration of the California grant programs.

The names and social security numbers of the sample of students reviewed have been excluded from the body of this report and have been replaced by identifying numbers. Attachment A is a listing of the students by name, social security number and grant type.

CONCLUSION

In conclusion, except for the deficiencies cited in the Findings and Required Actions section of this report, the institution administrated the Commission grant programs in accordance with the applicable laws, policies, contracts and institutional agreements as they pertain to the Commissions grant programs.

**VIEWS OF
RESPONSIBLE
OFFICIALS**

The review was discussed with agency representatives in an exit conference on October 7, 2005.

October 7, 2005

Charles Wood, Manager
Program Compliance Office

ATTACHMENT A - STUDENT SAMPLE

No.	Student Name	Program	Status
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