



STATE OF CALIFORNIA

CALIFORNIA STUDENT AID COMMISSION

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September 6, 2011

Name
President/Chancellor
Institution
Mailing Address
City, State Zip Code

Dear President/Chancellor_____:

Subject: Development of the 2012-16 Cal Grant Institutional Participation Agreements

The California Student Aid Commission (Commission) has begun the process of reviewing and updating the current (2008-12) Cal Grant Institutional Participation Agreement (Agreement) in preparation for its expiration on June 30, 2012 and the adoption of the new Agreement in February 2012. A participating Cal Grant institution must sign and abide by the terms stated in the Commission's Agreement which specifies the requirements for institutional participation in the Cal Grant programs.

For the upcoming 2012-16 IPA, institutions will be required to complete an application to participate in the Cal Grant Program to determine program eligibility. The application to participate must be reviewed and approved by Commission staff prior to the execution of the final Agreement. This new procedure aligns with the federal process and will allow the opportunity for streamlining and automating various aspects of the Agreement. Commission staff anticipate making the application available in February 2012 after the adoption of the new Agreement language.

Commission staff has begun internal discussions to identify clarifications and updates to the Agreement to reflect current operational processes and program administration, as well as changes that were enacted by Senate Bill 70 (Chapter 7, Statutes of 2011). Through this communication, the Commission is requesting school officials to review the current Agreement and provide suggestions and identify specific areas that may require further clarification. You and your campus administrators are encouraged to submit the recommended changes by **October 1, 2011**.

The Commission requests that you confer with your institution's officials who interact with the Commission, such as your registrar's, financial aid and fiscal officers, in order to identify any areas in the Agreement where the Commission can clarify institution responsibilities. Input is important in order to develop a document that addresses the various areas of responsibility for institutions. In addition, you may also want to have your legal counsel review the document.

After the receipt and review of the comments and/or suggestions to the Agreement, the first draft of the Agreement will be shared with Cal Grant participating institutions through a webinar presentation in October. Institutions and other interested parties will have an opportunity to provide additional comments on the draft Agreement before it is presented to the Commission for their approval and adoption. A "Special Alert" communication regarding the webinar presentations and other details will be released at a later date and time.

In addition, the Commission is open to segmental consultation if there is interest for such discussions by way of a conference call. Commission staff will be contacting segmental representatives to determine

participation. The receipt of the segmental questions in advance of the conference call would be helpful and appreciated.

A sample copy of the current Agreement is enclosed for you and your staff's review. Please submit your comments and recommendations by **October 1, 2011**, to Clarita Cortez at ccortez@csac.ca.gov or by mail to:

Program Administration & Services Division
Attention: Clarita Cortez
California Student Aid Commission
P.O. Box 419028,
Rancho Cordova, CA 95741-9028

If you have any questions about this letter, the review process, or if you would like a segmental meeting scheduled, please contact Ms. Cortez at (916) 464-8095. We look forward to the opportunity to review and consider your comments and/or recommendations as work together to finalize the new Agreement.

Sincerely,

/ S /

Diana Fuentes-Michel
Executive Director

Enclosure: Cal Grant Institutional Participation Agreement

cc: Financial Aid Director