



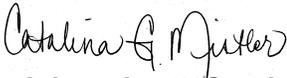
SPECIAL ALERT

Update of the California Student Aid Commission

February 27, 2008

GSA 2008-06

TO: Presidents/Chancellors/CEOs
Financial Aid Administrators

FROM: Catalina G. Mistler 
Chief, Program Administration & Services Division

CONTACT: Program Administration & Services Division
Phone: (888) 294-0153
Fax: (916) 526-8002
E-mail: schoolsupport@csac.ca.gov

SUBJECT: Cal Grant Institutional Participation Agreement for 2008-09

Dated Material

**Cal Grant Institutional Participation Agreement for 2008-09
Due Wednesday, April 30, 2008**

The California Student Aid Commission (Commission) is sending you this important reminder that all 2007-08 Interim Institutional Participation Agreements (Agreement) will expire as of June 30, 2008. To participate in the Commission's Cal Grant Program and administer Cal Grant funds to eligible students, institutions are required to have a current Agreement on record with the Commission

In order to continue participating in the Cal Grant program(s), please sign and return the attached Agreement, effective July 1, 2008, and supporting documentation no later than Wednesday, April 30, 2008. Only original signatures will be accepted for documents that are required to be signed.

The attached Agreement packet includes the following:

1. 2008 Institutional Participation Agreement
2. Grant Delivery System (GDS) Web Grants Information Security and Confidentiality Agreement*
3. Grant Delivery Systems (GDS) Web Grants System Administrator's Access Request Form
4. Institutional Contact Form
5. Electronic Funds Transfer (EFT) Form*

*Please note if you submitted these forms with the Interim 2007-08 Agreement and there are no changes, you do not need to resubmit.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 526-8002
Website: www.csac.ca.gov email: schoolsupport@csac.ca.gov

For your convenience, the above mentioned documents are fillable (excluding initials and signatures) and printable. Copies are also available on the CSAC website at <http://www.csac.ca.gov/doc.asp?ID=1282>

All non-public institutions must also submit documents proving allocation and disbursement of federal funds as outlined on page 16 of the Agreement [with the exception of those participating under California Education Code (CEC) 69432.7(l)(2)].

If your Agreement represents more than one campus/site/branch (campus), each campus must be listed in Article IX–Certification, and each must meet the requirements to participate under California Education Code 69432.7(l) or 69440(a). In addition, a separate Contact Update form is required for each campus covered by the Agreement.

In an effort to reduce the number of supplemental materials requested, data from the United States Department of Education (USED) will also be used to assess your institution’s eligibility and participation in Title IV programming (if applicable).

Please read the Agreement carefully. Changes were made to the Agreement and it is the responsibility of the institution to ensure that all requirements are met. For more information on the updates and changes made to the Agreement, please refer to Policy Bulletin 2008-01. The Commission asks that you provide copies of this Special Alert and Policy Bulletin 2008-01 to appropriate staff in the financial aid, executive office, and fiscal offices at your institution.

Remember, the deadline for returning your Institution’s completed Agreement is Wednesday, April 30, 2007.

If using USPS, please return the completed IPA packet to:

California Student Aid Commission
Program Administration and Services Division
ATTN: Institutional Participation Agreement Section
P.O. Box 419028 • Rancho Cordova • CA • 95741-9028

If using another delivery system, please return the completed IPA packet to:

California Student Aid Commission
Program Administration and Services Division
ATTN: Institutional Participation Agreement Section
10811 International Drive, 2nd Floor • Rancho Cordova • CA • 95670

Please contact the School Support Services Branch at www.schoolsupport@csac.ca.gov or Jorge Cortez at (916) 526-8451 or at jcortez@csac.ca.gov should you have any questions regarding this Special Alert or the Agreement.

Attachments:

- 2008 Institutional Participation Agreement
- Grant Delivery System (GDS)-WebGrants Information Security and Confidentiality Agreement
- Grant Delivery System (GDS)-WebGrants System Administrator’s Access Request Form
- Institutional Contact Form
- Electronic Funds Transfer (EFT) Application