CALIFORNIA STUDENT AID COMMISSION

PROGRAM POLICY AND DEVELOPMENT BRANCH

May 2012

Dear Financial Aid Administrator:

Thank you for your inquiry concerning participation in the Cal Grant Program administered by the California Student Aid Commission (Commission).

The following documents must be completed and submitted before your institution can be considered for Cal Grant participation. Each document will require an original signature in blue ink. The Institutional Participation Agreement (IPA) must be signed by the institution's president, chancellor or CEO as reported to the U.S. Department of Education. All other documents may be signed by the Financial Aid Director/Administrator.

1. **Cal Grant Institutional Participation Agreement (IPA) -** This IPA serves as the contract between your institution and the Commission and provides guidance regarding the administration of the Cal Grant program. Please *initial* and *sign* as requested.

2. **Cal Grant Program Review Survey -** This survey provides an overview of your institution and its existing financial aid practices.

3. **College Cost Estimate Form -** This form requests information regarding undergraduate and vocational/technical programs used to determine a student's cost of attendance at your institution. A separate College Cost Estimate Form is required for each qualifying course with unique costs offered at your institution.

4. **Contact Information Form -** This form lists the names of key staff responsible for different aspects of administering the Cal Grant program and disseminating pertinent student financial aid program information.

5. **Information Security and Confidentiality Agreement -** This form provides the names of staff agreeing to comply with the security requirements as a condition of accessing the WebGrants system and data.

6. **System Administrator's Access Request Form -** The completion of this form will allow the System Administrator (SA) to grant users at the institution access to the WebGrants system. The form must be authorized by the school official.

7. **Electronic Funds Transfer (EFT) Form -** Cal Grant funds are transferred directly from the State Controller's Office to the participating institution's specified account. This information allows institutions to receive advances electronically.

MAILING ADDRESS: P.O. BOX 419028, Rancho Cordova, CA 95741-9028 STREET ADDRESS: 10834 International Drive, Rancho Cordova, CA 95670
TEL 916/464-6467 FAX 916/464-8240 WEB SITE www.csac.ca.gov

In addition, institutions must provide the following supporting documents:

8. **Verification of Title IV Receipt of Funds -** Submit documentation from the U.S. Department of Education (i.e., Final Funding Authorization form, Common Origination and Disbursement Report, or Statement of Account) that verifies that Title IV funds (Pell Grant and **two** of the three federal campus-based programs, Supplemental Educational Opportunity Grant [SEOG], Perkins Loan, and/or Federal Work Study [FWS]) have been allocated to the institution.

9. **Verification of Title IV Disbursement to Student -** Disbursement documents must demonstrate that the institution is disbursing those funds. Submit a copy of accounting ledgers or student ledgers, and/or FWS payroll statements that verifies the disbursement of Pell Grant and **two** of the three federal campus-based programs (SEOG, Perkins Loan, and FWS).

10. **Institution Catalog -** A current copy of the institution's campus catalog describing the length of the course of study offered through the institution's programs of study.

11. **Third-Party Financial Audit Reports -** A copy of the institution's audited financial statements for at least the two (2) most recently completed fiscal years.

12. **Financial Aid Disbursement Policy -** The institution is required to establish and maintain a written disbursement policy and schedule that includes the institution's enrollment/payment periods reported to the Commission. If this information is provided in the campus catalog, please mark that page.

13. **Institution's Refund Policy -** The institution is required to establish and maintain a written refund policy that includes the Cal Grant Program. In the case of a refund (i.e., if a recipient withdraws, drops out or is expelled for a term for which a payment is made), the policy should specify how the institution calculates the refund based upon the institution's refund policy and how it determines the portion to be returned to the Commission on behalf of the State.

The Commission will also use information collected from the U.S. Department of Education regarding the institution's Title IV eligibility, accreditation, school officials, and additional locations/branches/sites (if applicable) to verify and determine the institution's eligibility to participate in the Cal Grant program.

If you have questions regarding your application or require assistance in completing the forms, please contact Shaunda Davis at sdavis@csac.ca.gov or at (916) 464-6467. We look forward to partnering with you in our endeavor to make higher education available to all eligible Californians.

Sincerely,
Nati DeGroot, Acting Manager
Program Policy & Development Branch

Institutional Participation Agreement (IPA)
Required Documentation Checklist for New Institutions

The California Student Aid Commission provides forms for items 1 – 7.				
Forms are online at: http://www.csac.ca.gov/doc.asp?id=1361	**New Public Schools**	**New Non-Public Schools**	**New Out- of-State Schools**	***10% Schools**
1. Cal Grant Institutional Participation Agreement initialed and with original signature	X	X	X	X
2. Cal Grant Program Review Survey	X	X	X	X
3. College Cost Estimate Form	X	X	X	X
4. Contact Information Form	X	X	X	X
5. Information Security and Confidentiality Agreement	X	X	X	X
6. System Administrator's Access Request Form	X	X	X	X
7. Electronic Fund Transfer Application	X	X	X	X
The Institution provides documentation for items 8 – 13.				
Institution documents required:	**New Public Schools**	**New Non-Public Schools**	**New Out- of-State Schools**	***10% Schools**
8. Proof of Receipt of Pell Grant Program and in at least two of the following federal campus-based student aid programs: Federal Work-Study, Perkins Loan Program, Supplemental Educational Opportunity Grant Program from the U.S. Department of Education (e-Campus Statement of Account, e-Campus-based Institutional Worksheet, and / or Pell Electronic Statement of Account)		X	X	***see below**
9. Proof of Disbursement of Pell Grant Program and in at least two of the following federal campus-based student aid programs: Federal Work-Study, Perkins Loan Program, Supplemental Educational Opportunity Grant Program from the U.S. Department of Education (institution's statement of accounts or accounting ledger for student disbursement)		X	X	***see below**
10. Current Institutional Catalog	X	X	X	X
11. Third Party Audited Financial Statement for the past two years	X	X	X	X
12. Financial Aid Disbursement Policy	X	X	X	X
13. Cal Grant Refund Policy	X	X	X	X

• 10% School Defined: The institution is a nonprofit postsecondary institution headquartered and operating in California that: (a) expends at least 10% of the institution's operating budget, as demonstrated in an audited financial statement, for the purposes of institutionally funded student financial aid in the form of grants, (b) has demonstrated to the Commission that it has the administrative capability to administer the funds, and (c) is accredited by the Western Association of Schools and Colleges.

Institutions qualifying under the 10% Rule must also submit the "Financial Statement and Demonstration of Administrative Capability".