



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 required 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.

In addition, institutions must provide the following supporting documents:

8. **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.

- 9. 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.
- 10. 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.
- 11. 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.
- 12. Financial Statement and Demonstration of Administrative Capability Form** - This document certifies that no less than 10 percent of the institution's operating budget, as demonstrated in the institution's most recent audited financial statement is expended through institutional funded student financial aid in the form of grants.

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".

FINANCIAL STATEMENT AND DEMONSTRATION OF ADMINISTRATIVE CAPABILITY TO PARTICIPATE IN THE CAL GRANT PROGRAMS

(Please Print or Type)

Name and address of institution: _____

Phone number: _____

Name of person completing this form: _____

Title or Position: _____

FINANCIAL INFORMATION

To participate in the Cal Grant Programs a school must certify that no less than 10 percent of its operating budget, as demonstrated in the Institution's most recent audited financial statement, is expended through institutionally funded student financial aid in the form of grants (Section 69432.7(l)(2) of the California Education Code). Please provide the following information:

Total Institution Operating Budget: \$ _____

Total Institutional Grants: \$ _____

- **Total Institution Operating Budget** should include, but is not limited to, revenues from tuition, fees, other institutional charges for students, school fund raising activities, and endowments.
- **Total Institutional Grants** are established as those funds which are recognized in institutional publications which are made available to all students (i.e. catalogue).

Note: Participation Agreements for institutions qualifying under C.E.C sec. 69432.7(l)(2), as well as institutions seeking to renew eligibility to participate in the Cal Grant Programs, must include this form and an audited financial statement which certifies compliance with this section of the law annually by January 15.

Section 69432.7(l) of the California Education Code reads: "Qualifying institution" means any of the following:

(2) Any nonprofit institution headquartered and operating in California that certifies to the commission that 10 percent of the institution's operating budget, as demonstrated in an audited financial statement, is expended for the purposes of institutionally funded student financial aid in the form of grants, that demonstrates to the commission that it has the administrative capacity to administer the funds, that is accredited by the Western Association of Schools and Colleges, and that meets any other state-required criteria adopted by regulation, by the commission in consultation with the Department of Finance. A regionally accredited institution that was deemed qualified by the commission to participate in the Cal Grant Program for the 2007-08 academic year shall retain its eligibility as long as it maintains its existing accreditation status."

ADMINISTRATIVE CAPABILITY

The Commission will use your institution's responses to the following questions, and any additional information you choose to provide, to determine your institution's administrative capability with regards to the Cal Grant program.

Number of students in attendance at the institution: _____ Number of students receiving financial assistance: _____

How many permanent staff members are assigned to administer financial aid programs at your school? _____

Will permanent staff be assigned to administer the Cal Grant program at your school? YES _____ NO _____

If not, please explain: _____

Does your financial aid office use automation to process students records? YES _____ NO _____

Are automated systems on campus integrated?(i.e., financial aid office can cross reference with admissions records) YES _____ NO _____

Additional Comments _____

I certify the above indicated budget information is true and verifiable through an audited financial statement. I further certify the information provided on this form is true and correct to the best of my knowledge.

Fiscal Officer's Signature

Name

Title

Financial Aid Director's Signature

Name

Title