



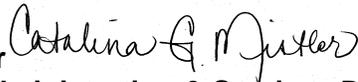
# OPERATIONS MEMO

Update of the California Student Aid Commission

November 22, 2011

GOM 2011-35

**TO:** Financial Aid Administrators

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

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**SUBJECT:** WebGrants College Cost Screen Information

This Operations Memo announces that update capability is now available on the 2012-13 WebGrants (WG) Cost Estimate screen. The Cost Estimate information provided by participating Cal Grant institutions is used by the California Student Aid Commission (Commission) to determine the financial need and award amounts for Cal Grant participants enrolling at your school.

## Submission of College Cost Estimate Information

On the Cost Estimate screen, the Commission has pre-populated the 2012-13 College Cost information with the data used for the 2011-12 year to ensure that all schools have entries, should schools not provide updated information. To update fields with actual 2012-13 information, please type over the pre-populated numbers and submit the Cost Estimate information on the WG Cost Estimate screen by Friday, **January 20, 2012**. Commission staff will review the data received before approving and accepting the changes.

The Commission will use 2011-12 College Cost Information for schools that do not update their institution's cost data by January 20, 2012. Please note, that using outdated information could disadvantage some students in the determination of their financial need. To allow the Commission to provide the maximum award possible to your students, we encourage you to use WebGrants to submit your information.

A paper version of the 2012-13 "[College Cost Estimate](#)" (CCE) form is available for download from our website if needed, and it must be received at the Commission by January 20, 2012. Please mail the completed CCE form to:

California Student Aid Commission  
Program Administration & Services Division  
Attn: Bev Kerth  
P.O. Box 419028  
Rancho Cordova, CA 95741-9028



State of California  
Edmund G. Brown Jr.  
Governor

For more information you may contact us at:  
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Website: [www.csac.ca.gov](http://www.csac.ca.gov) E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

### Clarification of Budget Information

Institutions must provide cost information for three budgets: on-campus, off-campus and with-parents. Institutions need to enter the budget information for **all estimated attendance expenses excluding tuition and fees**. Tuition and fees are to be entered in another location on the screen. The sum of the tuition, fees and on-campus, off-campus or with-parents information should equal the same budgets the institution will be using when determining financial need for the 2012-13 financial aid award year. Please ensure your data is entered in this manner so an accurate Cal Grant award selection can be made for your campus.

### High School Graduation Confirmation Opt Out

The WebGrants Cost Estimate screen has a check box to be used by campuses wishing to opt out of the Entitlement Cal Grant high school graduation confirmation process. By checking this, a campus chooses to “opt out” of campus verification and, by doing so, assumes the liability for any new Entitlement Cal Grant funds disbursed to students who have not graduated from high school, or achieved the equivalent, as required by law and as described in Grant Operations Memo (GOM) 2011-17, dated June 1, 2011. This option might be selected, for example, by institutions that require high school graduation as part of their admission requirements.

Campuses choosing to **not** “opt out” will allow the Commission to gather high school graduation information for new Entitlement Cal Grant participants from students, high schools and colleges. The Cal Grant roster displays the confirmation status for new Entitlement Cal Grant participants. Institutions can download the High School Graduation report from the WG Report Download screen.

Individual students are not affected by a campus checking the opt out box. Although payment is allowed at the campus choosing to opt out, the individual student would still need to have their high school graduation status verified if they actually attend another school.

If you have any questions on the Cost Estimate submission process, please contact Bev Kerth at (916) 464-3332 or [bkerth@csac.ca.gov](mailto:bkerth@csac.ca.gov), or Tabitha Frost at (916) 464-2113 or [tfrost@csac.ca.gov](mailto:tfrost@csac.ca.gov).

*Working together to effectively promote education beyond high school!*