



OPERATIONS MEMO

Update of the California Student Aid Commission

December 14, 2012

GOM 2012-38

TO: Financial Aid Administrators

FROM: Catalina G. Mistler 
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SUBJECT: WebGrants College Cost Estimate Screen

This Operations Memo announces that update capability is now available on the 2013-14 WebGrants (WG) Cost Estimate screen. Each year, the Cost Estimate information is used by the California Student Aid Commission (Commission) to determine the financial need and award amounts for Cal Grant participants enrolling at participating Cal Grant institutions.

College Cost Screen

The Commission has pre-populated the 2013-14 College Cost information with the data used for the 2012-13 year. If the school does not provide updated information for the 2013-14 academic year, the Commission uses the pre-populated data even though it is the prior year's cost information. Your institution must update the pre-populated fields with the actual 2013-14 information by typing over the pre-populated numbers. Please note that using outdated information could disadvantage some students in the determination of their financial need for a Cal Grant award. We encourage you to use WebGrants to submit your school's information to provide the maximum award possible to your students

The Commission anticipates processing the first 2013-14 Cal Grant award offers beginning in February 2013. Therefore, we encourage all participating institutions to update and complete the WebGrants Cost Estimate information by **Friday, January 25, 2013**. Commission staff will review the submitted data before accepting the changes and will communicate with those institutions that do not submit updates to their Cost Estimate information.

Access to the Cost Estimate screen is granted by your school's WG Security Administrator. A User Guide for this screen is available on the WG Help page.

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 use when determining financial need for the 2013-14 financial aid award year. Please ensure the data is entered in this manner so accurate Cal Grant awards can be made for your campus.

High School Graduation Confirmation Opt Out

The WG Cost Estimate screen has a check box for 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 the June 4, 2012 Grant Operations Memo [GOM 2012-21](#). 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 attend another school.

A paper version of the [2013-14 College Cost Estimate form](#) is available for download from our website, if needed. The form must be received by the Commission by January 25, 2013. Please mail the completed form to:

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

If you have any questions on the Cost Estimate submission process, please contact Tabitha Frost at tfrost@csac.ca.gov or at (916) 464-2113 or Justin Watkins at jwatkins@csac.ca.gov or at (916) 464-6425.

Working together to effectively promote education beyond high school!