



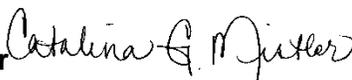
# OPERATIONS MEMO

Update of the California Student Aid Commission

April 3, 2014

GOM 2014-12

**TO:** High School Counselors  
Financial Aid Administrators

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**SUBJECT:** 2014-15 September 2 Competitive Cal Grant Application Process

This Operations Memo from the California Student Aid Commission (Commission) provides guidance to schools regarding the 2014-15 September 2 Competitive Cal Grant A and B award process. These competitive awards are for students who will attend an eligible California Community College this fall.

## Students Eligible to Participate in the 2014 September Competition

Community College students who do not receive a Cal Grant award in the 2014-15 March 2 application process may still receive consideration for the 2014-15 September 2 award competition. Students who did not apply for the March 2 award competition must:

- Complete a 2014-15 Free Application for Federal Student Aid (FAFSA) and submit it no later than September 2, 2014;
- Submit a verified grade point average (GPA) to the Commission for the 2014-15 Cal Grant application period no later than September 2, 2014;
- Have a Social Security number listed on a California Community College fall enrollment upload file; and
- Enroll in and attend a California Community College for the 2014-15 fall term.

## Uploading Verified GPAs

The Commission encourages schools to utilize WebGrants to electronically submit GPAs. School officials may submit verified GPAs by uploading data files through the WebGrants GPA upload option. Please refer to the GPA Upload file layout found within the *Help* link in WebGrants.

The Cal Grant GPA Calculation Instructions provide information on how to calculate a College, Community College, or California Community College re-established GPA. The [GPA Calculation Instructions](#) are available on the Commission's website.



**Paper GPA Verification Form Process**

Along with the FAFSA, the school-certified GPA constitutes a complete Cal Grant application. If GPAs are not submitted electronically, students or schools must download and print paper copies of the 2014-15 September 2 Cal Grant [GPA Verification Form](#) from the Commission's website.

Applicants must complete the student section of the paper GPA Verification Form and take it to their school for certification by a school official prior to sending it to the Commission by the deadline. Advise students to keep a copy of the form for their records and obtain a U.S. Postal Service Certificate of Mailing.

**California Community College Enrollment Verification and Submission**

In order for students to be eligible for September 2 Competitive Cal Grant award consideration, their social security number must appear on the Community College enrollment file uploaded to the Commission through WebGrants. The enrollment record layout specifications are the same as last year and are available on the *Help* page in WebGrants.

In September, all California Community Colleges should report the social security numbers of all students enrolled for fall 2014, regardless of the number of units in which they are enrolled.

Semester schedule schools should upload enrollment data no later than September 12, 2014, while schools on a quarter schedule will have until September 19, 2014.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff at (888) 294-0153 or via e-mail at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

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