



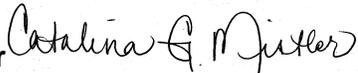
SPECIAL ALERT

Update of the California Student Aid Commission

May 25, 2012

GSA 2012-17

TO: Institution President/Chancellor/CEO
Financial Aid Administrator

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

CONTACT: Program Administration & Services Division
Phone: (888) 294-0153
Fax: (916) 464-8002
E-mail: schoolsupport@csac.ca.gov

SUBJECT: 2012-16 Institutional Participation Agreement Deadline

This Special Alert is a reminder that the deadline of **May 31, 2012**, for the Cal Grant Programs 2012-16 Institutional Participation Agreement (Agreement) is approaching (refer to [GSA 2012-10](#)). While every effort is being made by the California Student Aid Commission (Commission) to process the documents in a timely manner, your assistance in submitting an accurate and on-time Agreement will assist in the completion of the review process before the 2008-12 Agreement expiration date of June 30, 2012.

Common Errors in the Completion of the Agreement and Submission of Supporting Documents

In an effort to assist schools with the accurate completion of the Agreement, please ensure that the following areas are completed correctly:

1.	Cover page	Ensure the address is accurate and matches the address filed with the U.S. Department of Education and that the OPE ID is correct.
2.	Page 2	Insert the name of the institution.
3.	Page 16	List the main location and the additional locations as listed and approved by the U.S. Department of Education and with the correct OPE IDs.
4.	Page 17	If applicable, list Center(s)/Training Site(s). These locations do not have OPE IDs and do not disburse Cal Grant funds.
5.	Pages 18 & 19	The applicable boxes must be initialed in ink by the person certifying the institution's eligibility (i.e., President/Chancellor/CEO).
6.	Page 20	Ensure that the person who signs the Agreement also prints their name and title below the signature line. Do not sign or mark below the bold line. That area is reserved for the Commission official's signature.



State of California
Edmund G. Brown Jr.
Governor

For more information you may contact us at:
California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 464-8002
Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

Non-public institutions must submit proof of receipt of funds for the Pell Grant Program and at least two of the three federal campus-based student aid programs (i.e., Federal Work-Study, Perkins Loan Program, or the Supplemental Educational Opportunity Grant Program). Proof of disbursement to students for each program is also required.

Each institution must update their contact information in the WebGrants system so that the appropriate person is identified. Commission staff will contact the financial aid officer listed in the WebGrants contact information screen should questions arise pertaining to the IPA. Therefore, it is imperative that the contact information is updated and current in the WebGrants system. If you prefer we contact another person, please let us know.

Contact Information

If you have any questions regarding this communication, please contact Barbara Fitzpatrick at (916) 464-7291 or at bfitzpat@csac.ca.gov.

Working together to effectively promote education beyond high school!