



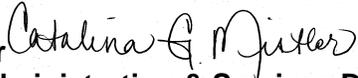
SPECIAL ALERT

Update of the California Student Aid Commission

December 14, 2012

GSA 2012-41

TO: Financial Aid Administrators

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SUBJECT: 2011-12 Cal Grant Year-End Process

This Special Alert from the California Student Aid Commission (Commission) provides an update on the Cal Grant 2011-12 year-end process, including final reconciliation, invoicing, and interest remittance.

2011-12 Reconciliation

This year, institutions will have until 5:00 pm on Thursday, December 27, 2012, to complete all 2011-12 roster transactions. Any payments or payment adjustments must be completed on the roster in WebGrants before 5:00 pm on December 27. If your school is unable to post a payment or make an adjustment, please call the Commission's school support line immediately at (888) 294-0153. Schools are encouraged to complete their 2011-12 Cal Grant reconciliation early so they have time to fix any errors or make final adjustments.

After December 27, **WebGrants will be in query mode only and no further updates or requests for payments will be accepted for the 2011-12 academic year.** The Commission estimates that WebGrants will be available again in inquiry mode on Friday, January 4, 2013.

Immediately following the year-end reconciliation, the Commission will initiate two additional steps to complete the 2011-12 award year.

2011-12 Invoices for Remaining Cal Grant Balances

First, during the second week of January, the Commission will mail invoices to all institutions that have 2011-12 Cal Grant balances. If your institution has a pending Cal Grant disbursement or has a zero balance, an invoice will not be mailed. To check your current Cal Grant balance, please refer to the most current Monthly Payment Activity (MPA) report. Invoices must be paid within 30 days from the date of the invoice. However, we encourage schools to return any unused Cal Grant funds if you have fully reconciled your Cal Grant account.



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Interest Remission

Second, interest earned on Cal Grant funds for the 2012 calendar year is due to the Commission by March 1, 2013. As stated in the 2012-16 Cal Grant Program Institutional Participation Agreement, Article III.D.(2), "Annual interest earned on Cal Grant funds constitute State funds and must be remitted to the Commission on behalf of the State no later than March 1 following the calendar year for which the interest accrued." The updated 2012 [Interest Remittance Form](#) is now available on our website. The completed form should be mailed with any interest payments to the Commission.

If you have questions regarding any of the information in this Special Alert, please contact our School Support staff at (888) 294-0153 or at schoolsupport@csac.ca.gov.

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