

**Institutional Participation Agreement (IPA) 2012-16  
Required Documentation Checklist for Renewing Institutions**

<b>Public Institutions</b>			
<b>Documents Required:</b>	<b>Public Schools (UC, CSU, and CCC)</b>		
1. Cal Grant Institutional Participation Agreement initialed and with original signature	<b>X</b>		
2. Contact Information Form: Update in WebGrants - click on the school information link at the main page or access directly after logging into WebGrants: <a href="https://webgrants.csac.ca.gov/schoolinfo/">https://webgrants.csac.ca.gov/schoolinfo/</a>	<b>X</b>		
<b>Non-public Institutions</b>			
<b>Institution Documents Required:</b>	<b>Non-Public Schools</b>	<b>Out-of-State Schools</b>	<b>*10% Schools</b>
1. Cal Grant Institutional Participation Agreement initialed and with original signature	<b>X</b>	<b>X</b>	<b>X</b>
2. Contact Information Form: Update in WebGrants - click on the school information link at the main page or access directly after logging into WebGrants: <a href="https://webgrants.csac.ca.gov/schoolinfo/">https://webgrants.csac.ca.gov/schoolinfo/</a>	<b>X</b>	<b>X</b>	<b>X</b>
3. Proof of Receipt of funds for the Pell Grant Program and at least two of the following federal campus-based student aid programs: Federal Work-Study, Perkins Loan Program, Supplemental Educational Opportunity Grant Program – from the U.S. Department of Education (i.e., e-Campus Statement of Account, e-Campus-based Institutional Worksheet, and / or Pell Electronic Statement of Account).	<b>X</b>	<b>X</b>	<b>*see below</b>
4. Proof of Disbursement of funds for the Pell Grant Program and at least two of the following federal campus-based student aid programs: Federal Work-Study, Perkins Loan Program, Supplemental Educational Opportunity Grant Program – from the U.S. Department of Education (i.e., institution’s statement of accounts or accounting ledgers for student disbursement).	<b>X</b>	<b>X</b>	<b>*see below</b>

\* 10% School Defined: The institution is a nonprofit postsecondary institution headquartered and operating in California that: (a) expends at least 10% of the institution’s operating budget, as demonstrated in an audited financial statement, for the purposes of institutionally funded student financial aid in the form of grants, (b) has demonstrated to the Commission that it has the administrative capability to administer the funds, and (c) is accredited by the Western Association of Schools and Colleges.

Institutions qualifying under the 10% Rule must also submit the “Financial Statement and Demonstration of Administrative Capability to Participate in the Cal Grant Programs” form.