

Payment Scenarios

Making education beyond high school financially accessible to all Californians.



What if...?

A student has other awards or scholarships that do not allow for a full Cal Grant payment for the term. What code should you use?

Answer: Use the "O" codes: OF, OT and OH

Fall Term					Adi Reason Codes			Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term					Adi Reason Codes			Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

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Comment: The "O" codes can be used to adjust the students payment amount if not eligible for FULL payment due to outside funding.



What if...?

The student had a payment reported for a term but needs to have that payment backed out. What code should you use?

Answer: You use the "NS" code with a \$0 adjustment amount

Comment: The student did not attend for the reported term or payment was made in error.

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B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
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What if...?

The student's last Cal Grant payment has been submitted (student withdrawn), but an adjustment to the payment is required. What should you do?



Answer: Call School Support unit to get the award reinstated

Comment: Once reinstated, you can immediately go to the roster and make the necessary adjustment.

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Spring Term				Adj Reason Codes			Pay Status		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
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B	ACSS	\$1,648	\$824						GRT



What if...?

Student is not enrolled and should be removed from the roster. What code should you use?

Answer: Use the "NA" Payment Status code

Comments: This moves the student record to the ineligible section of the roster, but he/she will still be on roster for the rest of the AY or until school change is reported.

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B	ACSS	\$1,648	\$824		▼	PD			GRT
Spring Term				Adi Reason C				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

What if...?

To bring them back, use "YA"

YA!

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Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	PD			GRT
Spring Term				Adi Reason C			Pay Status		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

What if...?

A student is enrolled, but is attending less than half time. What code should you use?

Answer: Report "LH" and \$0 payment

Comment: The student will receive a notification to inform him/her that they are not eligible for a disbursement and if they wish to receive their disbursement, they must increase enrollment.

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B	ACSS	\$1,648	\$824						GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824				11827	2014	
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What if...?

A student graduated before the first disbursement date. What code should you use?

Answer: Report "SR" and \$0 payment

Comment: The student will receive a withdrawal notification for graduating.

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Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
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What if...?

A student selected for verification cannot yet receive their Cal Grant disbursement because they have not provided their tax transcripts. What code should you use?

Answer: Report "FI" and \$0 payment

Comment: Unless this code is replaced by a renewal eligible code by end of year, student award will be withdrawn.

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B	ACSS	\$1,648	\$824		FI				GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
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What if...?

A Full-Time payment has been reported for a student, but needs to be adjusted to Three-Quarter time instead. What code should be use?

Answer: Replace the FT code with the TT code. The dollar amount should automatically change to the Three-Quarter time amount

Comment: If the amount does not automatically update, you can manually enter the dollar amount in the Adjustment Amount field.

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B	ACSS	\$1,648	\$824	0		RP			PAY
Spring Term				Adj Reason Codes			Pay Status		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
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What if...?

Another school reported an FI for a student, but the student is attending and eligible for payment.

Answer: Contact other school to remove FI

Comment: Call School Support





What if...?

The student is awarded a Cal Grant C but is not enrolled in a technical/vocational program. What code should you use?

Answer: Report "IG"

Comment: The student's award is withdrawn immediately. IG should only be used for program length or type ineligibility.

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What if...?

At census, the student was enrolled full-time and payment was reported in WebGrants.

After census, the student's enrollment dropped to three-quarter time. Is a payment adjustment required? What code should you use?

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Spring Term				Adj Reason Codes				Pay Statu	
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Answer: No payment adjustment is required. The student was paid on or before the census date and therefore they are entitled to the full-time award amount.



What if...?

A student was enrolled full-time at the start of the term and a full-time payment was reported in WebGrants. The student subsequently dropped to three quarter time at census. Is a payment adjustment required? What code should you use?

Answer: Yes, a payment adjustment is required to reflect their enrollment status of three quarter time at census.

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What if...?

A student was enrolled full-time for the Fall term but did not appear on the roster until the Spring term. Can the student still be paid for the Fall term? What code should you use?

Answer: Yes, the student should be paid according to the number of units they completed during the Fall term.

Comment: This is considered a retroactive payment.

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What if...?

The student was enrolled full-time at census and subsequently dropped to half time status and was added to the roster after census. What is the student eligible to be paid? What code should you use?

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What if...?

Answer: At the time of disbursement, the student is enrolled at half time status and is only eligible for a half time payment.

Comment: For any extenuating circumstances after census, payment should be based on the student's status at the time of disbursement.

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What if...?

My student has 16.67% remaining eligibility and is attending half-time for the fall. Should I pay the remaining eligibility or half of the 16.67%? What code should you use?

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What if...?

Answer: At the time of disbursement, the student is enrolled at half time status and is only eligible for a half time payment.

Comment: For any extenuating circumstances after census, payment should be based on the student's status at the time of disbursement.

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