Payment Scenarios

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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, OH

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

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**Fall Term**
<table>
<thead>
<tr>
<th>Program Code</th>
<th>Award Type</th>
<th>Annual Award</th>
<th>Term Amount</th>
<th>Adj Amount</th>
<th>Adj Reason</th>
<th>Pay Code</th>
<th>Annual Need</th>
<th>Income &amp; Asset Year Used</th>
<th>Rec Type</th>
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</thead>
<tbody>
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What if...?

A payment was reported for a term but needs to be backed out. What payment code should you use?

Answer:
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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What if...?

A student’s final Cal Grant payment was posted (student withdrawn), but an adjustment to the payment is required.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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What if...?

A student is **not enrolled** and you would like to remove the student from the active roster. What code should you use?

**Answer:**
Use the “NA” Pay code

**Comments:**
This moves the student record to the “ineligible” section of the roster, but he/she will remain on roster for the rest of the AY, or until a school change is reported. To bring them back, use “YA”.

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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 an email informing him/her that they are not eligible for a disbursement, and if they wish to receive their disbursement, they must increase enrollment.
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.

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What if...?

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

**Answer:**
Report “FI” and $0 payment

**Comment:**
Unless this code is replaced by a renewal-eligible adjustment code by year-end, award will be withdrawn

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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.
Another school reported “FI”. The student is now attending your campus and is eligible for payment, but the FI transaction does not allow you to override it.

Answer: Contact the other school to remove FI

Comment: If unable to resolve with the other school, contact 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”- ineligible for program type or length

**Comment:**
The student’s award is withdrawn immediately.

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At census, a 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? If so, what code should you use?

Answer:
No payment adjustment is required. The student was enrolled full-time when he was paid, “at census”, and therefore is entitled to the full-time award amount.
A student was enrolled full-time at census. He subsequently dropped to half-time status, and was added to the roster after census. What payment is the student eligible for? What code should you use?

Answer: At the time of disbursement, the student was enrolled half-time and therefore 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...?

A student was enrolled full-time at the start of the term, and a **full-time payment was reported**.

The student subsequently dropped to **three quarter time at census**. Is a payment adjustment required? If so, what code should you use?

**Answer:**
Yes, a payment adjustment is required to reflect the enrollment status of three quarter time at census.
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 Fall term? Which 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.
My student has 16.67% remaining eligibility and is attending half-time in Fall term. Should I pay the remaining eligibility in full, or just half of the 16.67%?

**Answer:**
You should pay the student the full 16.67% remaining eligibility and report FT

**Comment:**
Posting just a HT payment for a student with 16.67% remaining eligibility would reduce eligibility by half (8.34%).

WebGrants does not allow a payment if less than 10% of eligibility is remaining. Therefore, in order to allow a student with limited eligibility to fully utilize the award put FT.