



# Disbursement of Funds

*Making education beyond high school financially accessible to all Californians.*



# Term Advance

Sent to institutions at the start of each term

Based on a percentage of previous year's reconciled term amount

Currently, Fall term advance is set at 95%

Not all schools are eligible to receive advance

- New to Cal Grant program
- Previously ineligible in prior year
- At-risk schools



# Example: Fall Term Advance

## Term Advance Rate: 95%

- Fall 2018, City College reconciled \$150,000  
 $\$150,000 \times .95 = \$142,500$
- Fall 2019, the Commission sends a Term Advance of \$142,500



# Supplemental Payments

## Weekly process

School's account is reconciled with the accepted payment transactions

## Result

If reconciled payments **exceed** the advance amount, supplemental payments are initiated

Example:

- City College Fall 2019 advance \$142,500
- City College posted payments total \$150,000
- Supplemental funds of \$7,500 will be sent



# Reporting Payments

## Directly on the Display Roster

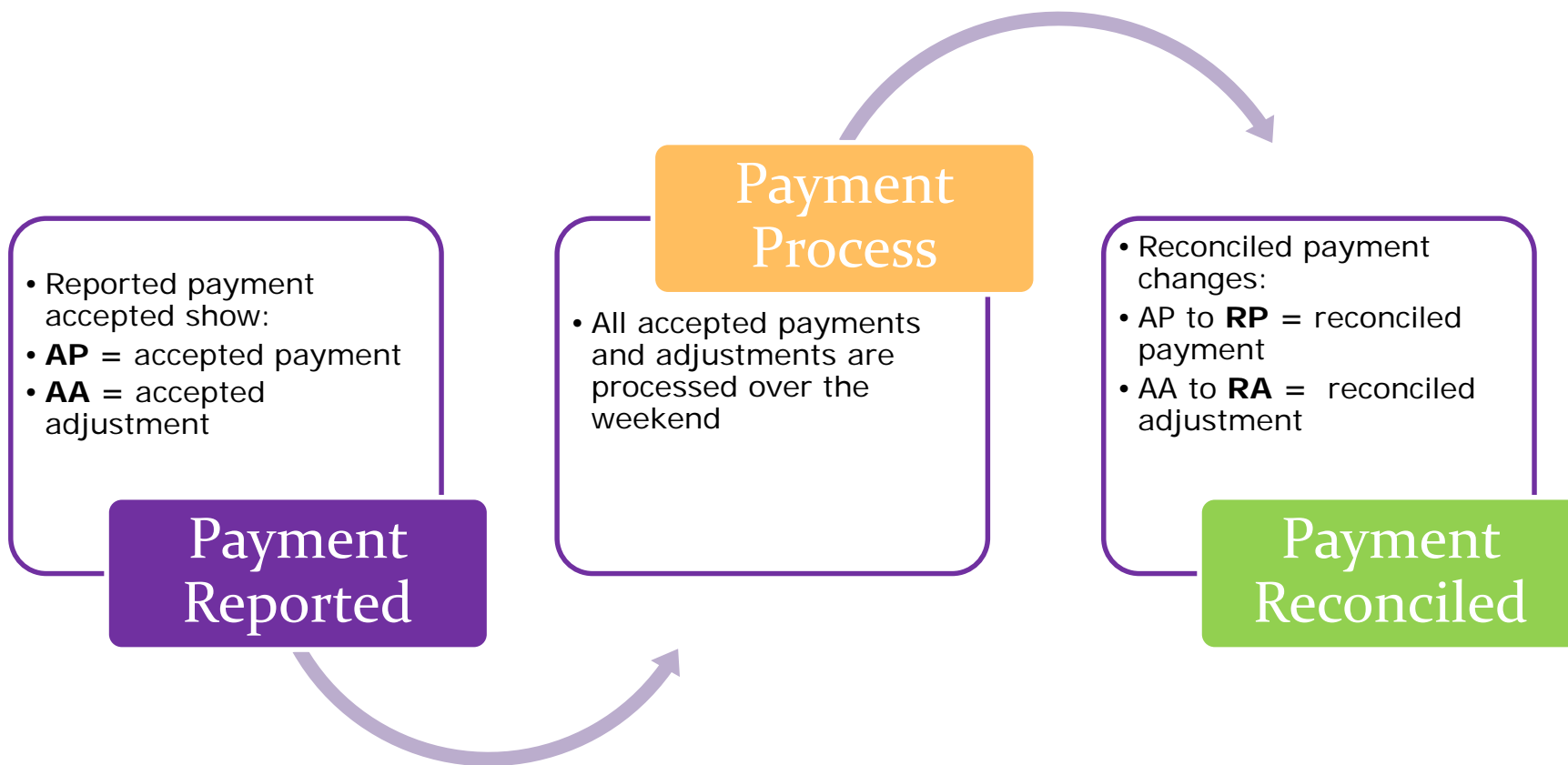
- Convenient
- Real-time. No waiting!
- Commonly used by smaller schools

## Upload Grant Roster Data File

- Upload large number of students at once
- Import/export data using Financial Aid Management Systems (FAMS)
- File specifications in WebGrants under “Help”



# Weekly Process





# Payment and Adjustment Codes



# Payment Codes

Code	Description	Resulting Action	Satisfy Renewal
<b>PD</b>	Reporting a full time payment for an eligible student (Quick payment code)	Eligibility used	Y
<b>SC</b>	Reporting a School Change	Student will be added to your school's roster	N
<b>NA</b>	Reporting students that are NOT in attendance at your school (Annually)	Student will be moved to the "Not in Attendance" section after weekly process	N
<b>YA</b>	Reporting students that are in attendance at your school, reverses the NA	Moving a student from the "Not in Attendance" section to the "Eligible" section after weekly process	N
<b>IT</b>	Reporting transfer entitlement ineligibility; Only visible for BDGI schools	Award is withdrawn immediately	N





# Not in Attendance

- Student is not in attendance at your school
- Moves the student to the 'Not in Attendance' section of your roster
- Used as an annual level code rather than a term level
- To bring the student back to your roster, utilize 'YA' code and must wait for the weekend to process to allow for request of payment



# Adjustment Reason Codes

Code	Description	Resulting Action	Satisfy Renewal
FT	Reporting a Full-time payment	Eligibility used	Y
TT	Reporting a Three-Quarter time payment	Eligibility used	Y
HT	Reporting a Half-time payment	Eligibility used	Y
LH	Reporting a Less than Half-time status, ineligible for payment this term	Uses LH eligibility; max 100% lifetime	Y
LA	Reporting a Leave of Absence, student may return	Uses leave eligibility; max 200% lifetime	Y



# Leave of Absence

- Student is on an approved leave from school
- When new student starts attending for subsequent terms and has no transaction for Fall
- Student does not want to receive payment
- Schools are not eligible to report for newly awarded competitive students



# Adjustment Reason Codes

Code	Description	Resulting Action	Satisfy Renewal
OF	Recipient is receiving Outside Funding (Full-time)	If amount = \$0, no eligibility used	Y
OH	Recipient is receiving Outside Funding (Half-time)	If amount = \$0, no eligibility used	Y
OT	Recipient is receiving Outside Funding (Three-Quarter time)	If amount = \$0, no eligibility used	Y
FI	Unable to report payment due to incomplete financial aid file	Award is withdrawn following year end reconciliation	N
IG	Ineligible for grant due to ineligible program length or program type	Award is withdrawn immediately	N



# File Incomplete

- Used when a student is in attendance at your school but missing documentation
- Used as an annual level code
- When reporting FI, cannot change to a pay code only adjustment code
- Students with FI will be withdrawn at the end of year



# Ineligible for Grant

Used when a student is in an ineligible program length or program type for the Cal Grant type

- Example of Program Type: A Cal Grant C recipient who is enrolled in a general education program vs. an occupational or technical program
- Example of Program Length: A Cal Grant A recipient who is enrolled in a certificate program of 1 academic year

Usage of code will withdraw a students award



# Adjustment Reason Codes

Code	Description	Resulting Action	Satisfy Renewal
LD	Ineligible for award due to loan default/grant overpayment	Award is withdrawn immediately	N
TV	Ineligible for 5 <sup>th</sup> year or teacher credential program benefits	Award is withdrawn immediately	N
NP	Not maintaining Satisfactory Academic Progress	Award withdrawn after 3 consecutive terms	Y
NS	Used to reverse a reported payment	Eligibility returned to student	N
SR	Reporting last payment for a graduating senior	After payment posts, award is withdrawn immediately	N



# Graduating Senior

- Used for the last payment for a student in a Bachelor's program
- Allows the student to be paid their full tuition charges up to the term maximum if attending less than half-time and still have remaining eligibility
- Access is prorated as usual based on the enrollment status





# Payment Policy

*Making education beyond high school financially accessible to all Californians.*



# Payment and Adjustment Policies

## General Rules:

- Student enrollment status is locked in at census for payment
- Payments should be disbursed based on enrollment status at census date or its equivalent
- Institutions should follow their policy



# Payments & Census

## Suggested Guidelines:

Initial Payment Made...	Payment Based On...
Before Census*	Current Enrollment Status
At Census	Enrollment Status at Census
After Census	Enrollment Status at Census
After Census**	Enrollment Status at Time of Disbursement
After Completed Term	Enrollment Status at Time of Completed Term

\*Adjustment may be needed at census if enrollment status changes

\*\*Situation occurs due to extenuating circumstance (late add to roster, recycled competitive award, file incomplete)



# Repeat Courses

CSAC recommendation follows federal rules.  
Schools should follow their policy and procedures

Before passing a course:

- A student may receive a payment for repeating a course, until the course is passed

After passing the course

- The student may receive payment to retake the course once

<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/course.html>

# Refund Policy

The institution is required to:

- Establish and maintain a written refund policy that includes the Cal Grant Program.
- Specify how to calculate the refund and how to determine the portion to be returned to the Commission on behalf of the State.



# Adjusting Refunds Example

If you determine a student is eligible to keep funds:

- Adjust the enrollment status that charges the least amount of eligibility (Half-time or Three Quarter time)
- The dollar amount cannot exceed the tuition charge or exceed the adjustment for enrollment



# Test Your Knowledge!



Q

After the CSU calculates Return to Title IV (R2T4), the student is assessed tuition & fees of \$1,500. How would you report this in WebGrants?

A

Report an adjustment of \$1,500 using TT adjustment code. \$1,500 exceeds the HT threshold (\$1,436) but is under the TT threshold (\$2,153)



# Summer Enrollment



- Summer term is a trailer for the academic year
- Summer payments will reduce remaining Cal Grant lifetime eligibility
- New Cal Grant awardees are eligible for a summer payment in the first year





# Summer Enrollment Options

Mandatory (year-round schools):

- Requires the summer term attendance
- Reported through the College Cost Estimate
- Roster automatically programmed to accept payments reported

Discretionary (traditional schools):

- Attendance is not required
- Term can be added on the display roster to request payments



# Mandatory Summer Enrollment

## Cal Grant B Tuition and Fees

- For terms that begin July 1 or later, a sophomore student may receive a summer tuition and fee payment
- Manual payment processed after Access is reported

## Cal Grant C Books and Supplies

- Students may receive a summer payment preceding their first year as a Cal Grant awardee
- Eligibility adjustments are reflected in WebGrants

*Schools must provide manual payment process claim form*



# Over-Awards

- Cal Grant recipients can not be over-awarded
- The total of the Cal Grant award and all other types of estimated financial assistance may not exceed the student's Cost of Attendance
- Schools are responsible for ensuring that Cal Grant recipients are not over-awarded

*Refer to the federal handbook for more information*



# Reporting Payment

*Making education beyond high school financially accessible to all Californians.*



# Reporting Payments

- Only report payment once for a student per term unless there needs to be an adjustment
- Schools that upload payment files should remove students that already have a payment reported in previous files
- Review the Accept/Reject report weekly





# Reporting Payments

Clearing verification flags prior to reporting payments:

- Education level verification (for all new awardees)
- AB 840 verification (10% of transfer entitlement students)

Payments may be rejected but verification flags will process

- Must wait until after weekend processing to report payment



# Award to Not Exceed T/F

Cal Grant awards should not exceed the amount of tuition and fees that is being assessed to the student

Example:

- T/F assessed to the student for a term = \$2,500
- Cal Grant term award amount = \$2,871
- Ineligible amount = \$371  
(\$2,871 - \$2,500)

*Payment adjustment codes on the roster should reflect the enrollment status of the student*

# Education Level Verification

*Making education beyond high school financially accessible to all Californians.*



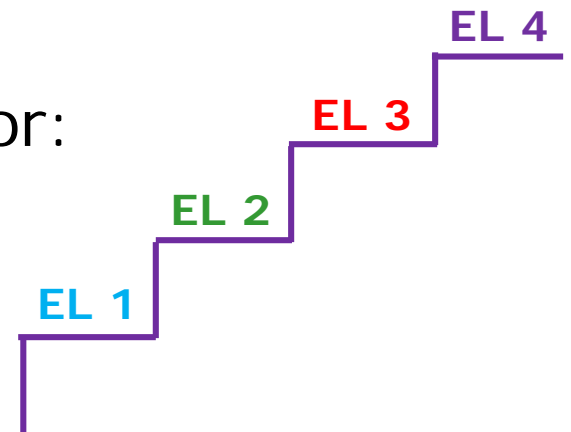


# Education Level

- Determines a student's lifetime eligibility
- Maximum Cal Grant eligibility = 400% (4 years)

Additional eligibility is provided for:

- Teaching Credential Programs
- Mandatory 5 Year Programs





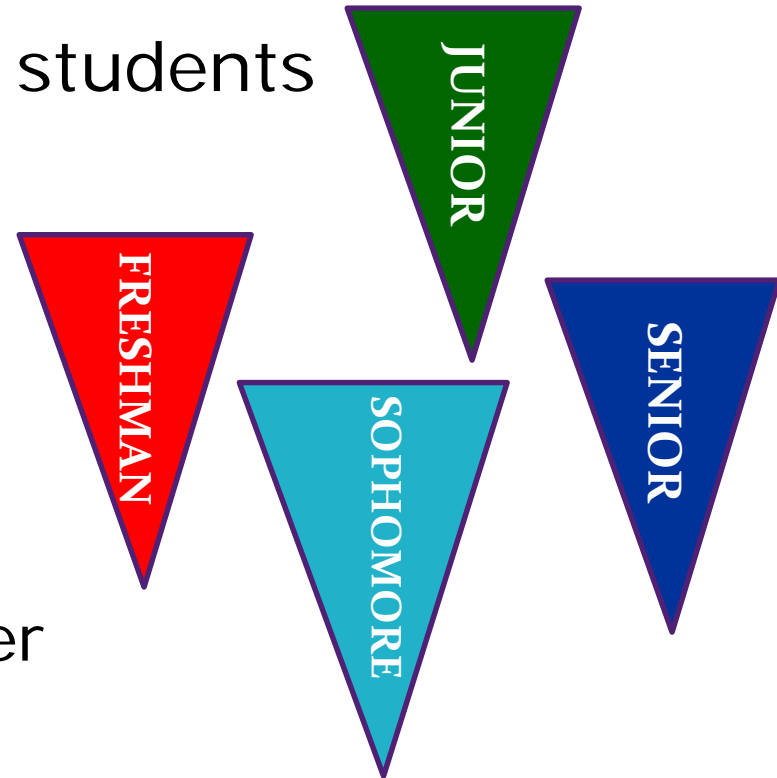
# Education Level Verification

- Institutions will verify EL at the time of student's first Cal Grant payment
- EL should be verified for new recipients prior to making first Cal Grant payment, except for:
  - First time, never attended college
  - Cal Grant C participants
- Each institution implements their own policy
  - Completed units
  - Transfer units



# Education Level Verification

- Three methods to *identify* students
  - EL Verification Report
  - Customize Roster
  - Grant Roster
- Two methods to *verify*:
  - Manually on Display Roster
  - File upload
    - Reference WebGrants data file layout specifications





# Education Level Criteria

EL level is based on the number of units completed at the time of first Cal Grant payment

For Example:

Education Level	Semester Units	Quarter Units	Cal Grant Eligibility
1	0 – 29	0 – 44	4 years
2	30 – 59	45 - 89	3 years
3	60 – 89	90 - 134	2 years
4	90+	135+	1 year

*Note: Transfer units are counted in EL determination*

*Making education beyond high school financially accessible to all Californians.*



# Test Your Knowledge!



Per a school's institutional Policy, they will only accept a maximum of 70 transferable units. A student completed 100 transferable units at a community college.

What is the student's Education Level?



# Test Your Knowledge!



**A**

EL 3. The student in this example would be considered an EL 3 since the institution only accepts 70 transferable units.

# Education Level Verification

Education level is determined by the institution that posted the initial payment

Scenarios:

- Student is a new competitive awardee who attends CCC in Fall
- Student transfers to another campus in Spring

In this example, the school that verified EL in the fall term will determine lifetime eligibility



# Education Level Verification

Freshmen (EL 1) are not eligible to receive the T/F payment

Scenarios:

- Student is a Competitive Cal Grant B who self certifies as EL 2
- School reported fall payment (T/F and Access) prior to verifying EL
- Spring payment rejects because WebGrants requires EL verification before a spring payment can be reported
- EL is determined to be EL 1; therefore any T/F requested for the fall term must be returned because the student is ineligible





# Competitive Recycle

- Awards are recycled if:
  - No applicable transaction for any terms
- Awards are not recycled if the following codes are reported:
  - FI, NP, OH, OF, OT, FT, TT, HT, LH, LA



# Questions?

*Making education beyond high school financially accessible to all Californians.*