

Grant Record Change Form For Students Cal Grant Program

Enter Award Year

Complete this form to notify the California Student Aid Commission (CSAC) of changes in your name, address, Social Security Number (SSN), your date of birth, your school of attendance, or to request a leave of absence, program change or program withdrawal. CSAC will verify name, date of birth or SSN changes with your school of attendance. You can make school changes, address changes and leave of absence requests online at WebGrants for Students (www.webgrants4students.org). Read the instructions on the reverse side before completing. Print or type all information.

(e.g) 2020/21



SECTION 1. STUDENT INFORMATION

Address changes can be done online at www.mygrantinfo.csac.ca.gov

1. Student's Current name (last, first, middle initial)

Send this form back only if corrections are necessary.

Last Name First Name MI
If this is a name change, please print **PREVIOUS name in shaded box** and attach a copy of the new driver's license, SSN card or Marriage certificate.

Last Name First Name MI

2. Social Security number or Dream Act ID Number - If submitting a Social Security number correction, print the **INCORRECT NUMBER in the shaded box** and attach a copy of the correct SSN card.

3. Date of Birth - If submitting a DOB correction, print the **INCORRECT DOB in the shaded box**.

5. Address: Is this an address change? Yes No

4. Telephone number - daytime phone number Street address City State Zip Code

6. Email address:

SECTION 2. SCHOOL CHANGE

School changes can be done online at www.webgrants4students.org

7. If you wish to change your school of attendance, indicate the date for which you are requesting a school change (e.g. August 2020)

School name City Date

School change effective: (check one) Fall term Winter term Spring term Summer term

SECTION 3. LEAVE OF ABSENCE REQUEST

Leaves of absence can be done online at www.webgrants4students.org

8. I request a Leave of Absence for the following term(s): Check box(es) Fall term Winter term Spring term

Indicate **exact dates** for which you are requesting a Leave of Absence: _____ To: _____

Briefly state your reason(s) for a leave of absence: (please print or type — **attach additional pages or documentation if necessary**.)

SECTION 4. PROGRAM CHANGE REQUEST

(Please read instructions on reverse)

9. A signature from a financial aid officer at your college is required when requesting a change in grant program. Changing your Cal Grant program will change the amount of your Cal Grant award. Request any program changes as early as possible because program changes cannot be made after program funds have been disbursed. Change my Cal Grant program from Cal Grant _____ to Cal Grant _____.

Signature of Financial Aid Officer:

SECTION 5. PLEASE WITHDRAW MY CAL GRANT

(Please read instructions on reverse)

10. By checking this box I am asking that my Cal Grant award offer be withdrawn. I have read the instructions on the reverse of this sheet.

List reason for withdrawal request:

SECTION 6. STUDENT'S SIGNATURE

(YOU MUST SIGN AND DATE THIS FORM) Send this form back only if corrections are necessary.

Date

11. Signature (I certify to the best of my knowledge that the information I have filled in above is true and correct.)

Instructions for Completing the Grant Record Change Form for Students

School changes, address changes and leave of absence requests can be made online at mygrantinfo.csac.ca.gov. Go to csac.ca.gov and look for the Student Login link on the right side of the page. Name and Social Security number changes and program withdrawals and changes must be made using this form. Complete and send this form back only if corrections are necessary.

Section 1 — Student Information (This section must be completed)

1. Enter your current name (last, first, middle initial). If you indicated a name change in question #1, please provide your **previous** name (last, first, middle initial) in the shaded box. Remember to print or type clearly *your correct name* and include a form of identification that shows your legal name.
2. Enter your Social Security number or Dream Act ID number. If you are correcting your Social Security number enter your correct number and attach a copy of your Social Security card.
3. Enter your date of birth (month, day, year).
4. Enter your telephone number, including area code.
5. Check “Yes” if you are correcting your address. Enter your street address, city, state and zip code
6. Enter your email address.

Section 2 — School Change

7. If you wish to change your school of attendance, enter the school’s name, city and effective date. **A change in school choice may affect your eligibility for an award.** Enter the school term the school change is effective.

Section 3 — Leave of Absence Request

8. Enter the school you attend or have attended most recently and the date and term you last attended (e.g. 09/19, Fall 2019). Also enter the terms for which you are requesting a leave of absence (e.g. Spring semester), and the exact date for which you are requesting a leave of absence (e.g. 01/15/19 to 05/30/19). Print or type the reason(s) for your leave of absence request.

Section 4 — Program Change

9. Program changes, such as requesting a change from Cal Grant B to Cal Grant A, may only be requested by new Cal Grant recipients **before** any payments have been made. A program change will not be processed without the signature of a school financial aid officer. Students who have a Cal Grant C and wish to decline that Cal Grant to be considered for another Cal Grant program, must check the box in Section 5.

Section 5 — Please Withdraw My Cal Grant

10. Check this box if you wish to withdraw your Cal Grant award. If you request this, your Cal Grant award offer will be withdrawn, and reinstatement will not be possible. Please give the reason you are requesting withdrawal from the Cal Grant program.

Section 6 — Student Signature (To avoid delays, sign, date, and return this form as soon as possible.)

11. Your signature certifies to the best of your knowledge that this information is true and correct. Providing false information may result in the withdrawal of your award.

If you have any questions concerning this form, you may contact the Commission’s Student Support Services Branch by calling (888) 224-7268 or via e-mail at studentsupport@csac.ca.gov.

Email this completed form to: Studentsupport@csac.ca.gov and paste **G-10 Grant Record Change** in the subject line.

