OPERATIONS MEMO

Update from the California Student Aid Commission

December 12, 2014   **GOM 2014-39**

TO: Financial Aid Administrators

FROM: Catalina G. Mistler *Catalina G. Mistler*
          Chief, Program Administration & Services Division

SUBJECT: **WebGrants College Cost Estimate Screen**

This Operations Memo from the California Student Aid Commission (Commission) announces that update capability is now available on the 2015-16 WebGrants (WG) Cost Estimate screen. Each year, the Cost Estimate information is used by the Commission to determine the financial need and award amounts for Cal Grant participants enrolling at participating Cal Grant institutions.

College Cost Screen

- Pre-populated with the data used for the 2014-15 year. If the school does not provide updated information for the 2015-16 academic year, the Commission will use the pre-populated data even though it is the prior year's cost information.

- Your institution must update the pre-populated fields with the actual 2015-16 information by typing over the pre-populated numbers. Please note that using outdated information could be a disadvantage to some students in the determination of their financial need for a Cal Grant award.

- The Commission anticipates processing the first 2015-16 Cal Grant award offers beginning February 2015. Therefore, we encourage all participating institutions to update and complete the WebGrants College Cost Estimate information by **Friday, January 23, 2015**.

- Access to the Cost Estimate screen is granted by your school's WG System Administrator. The *School Information Screens User Guide* is available in WG on the Help page; Cost Estimate screen instructions begin on page 7.

- A paper version of the [2015-16 College Cost Estimate form](#) is available for download from the Commission's website, if needed. The form must be received by the Commission by January 23, 2015.

Clarification of Budget Information

- Institutions must provide cost information for three budgets: on-campus, off-campus and with-parents.

- Enter the budget information for **all estimated attendance expenses** *excluding* **tuition and fees**. Tuition and fees are to be entered in another location on the screen.

- The sum of the tuition, fees and on-campus, off-campus or with-parents information should equal the same budgets the institution will use when determining financial need for the 2015-16 financial aid award year. Please ensure the data is entered in this manner so accurate Cal Grant awards can be made for your campus.

High School Graduation Confirmation Opt Out

- The WG Cost Estimate screen has a check box for campuses wishing to opt out of the Entitlement Cal Grant high school graduation confirmation process. By checking this, a campus chooses to "Opt Out" of campus verification and assumes the liability for any new Entitlement Cal Grant funds disbursed to students who have not graduated from high school or achieved the equivalent as required by law and as described in GOM 2014-16.

- Campuses choosing to **not** "Opt Out" will allow the Commission to gather high school graduation information for new Entitlement Cal Grant participants from students, high schools and colleges. The Cal Grant roster displays the confirmation status for new Entitlement Cal Grant participants. Institutions can download the High School Graduation report from the WG Report Download screen.

- Individual students are not affected by a campus checking the Opt Out box. Although payment is allowed at the campus choosing to opt out, the individual student would still need to have their high school graduation status verified if they attend another school.

If you have any questions regarding the information in this memo, please contact Institutional Support at schoolsupport@csac.ca.gov or at (888) 294-0153.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

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