

## 2017-21 Cal Grant Program Institutional Participation Agreement Renewal Required Documentation Checklist

Documents Required	Public Institutions	Private Institutions	*10% Institution
1. Cal Grant Institutional Participation Agreement with President/CEO/Chancellor initials and signatures.	x	x	x
2. Contact Information: Update contact information in WebGrants - <i>select the School Information link</i> from the WebGrants Menu.	x	x	x
3. Proof of an interest bearing account: please provide a letter from the banking institution on the bank's letterhead indicating such or a copy of the account statement.	x	x	x
4. 2016-17 Proof of Receipt of allocation for the Federal Pell Grant and at least two of the following federal student aid programs: <ul style="list-style-type: none"> <li>a. Federal Work-Study</li> <li>b. Stafford Loans</li> <li>c. Federal Supplemental Educational Opportunity Grant Program</li> </ul> Please provide a G5 – External Award Activity History Report.		x	*See Below
5. 2016-17 Proof of Disbursement of funds for the Federal Pell Grant and at least two of the following federal student aid programs: <ul style="list-style-type: none"> <li>a. Federal Work-Study</li> <li>b. Stafford Loans</li> <li>c. Federal Supplemental Educational Opportunity Grant Program</li> </ul> Please provide student ledger(s) showing disbursement for each federal student aid program for each location/campus, if applicable.		x	*See Below

\*10% School Defined: The institution is a nonprofit postsecondary institution headquartered and operating in California that: (a) expends at least 10% of the institution's operating budget, as demonstrated in an audited financial statement, for the purposes of institutionally funded student financial aid in the form of grants, (b) has demonstrated to the Commission that it has the administrative capability to administer the funds, and (c) is accredited by the Western Association of Schools and Colleges.

Institutions qualifying under the 10% Rule must also submit the "Financial Statement and Demonstration of Administrative Capability to Participate in the Cal Grant Programs" form.