



# CALIFORNIA STUDENT AID COMMISSION

PROGRAM ADMINISTRATION & SERVICES DIVISION

## MEMORANDUM

March 28, 2014

**TO:** University of California Financial Aid Directors  
California State University Financial Aid Directors

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

**SUBJECT:** Middle Class Scholarship

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This memorandum provides information on the Middle Class Scholarship (MCS) eligibility/award determination and data submission/file upload processes. As noted in Cal Grant Special Alert [GSA 2014-07](#) dated March 4, 2014, the submission of MCS data to the California Student Aid Commission (Commission) begins April 1. Campuses are to upload test files April 1-2, 2014. Campuses are to upload admission record files April 3-8, 2014. The record layout for the admission/enrollment file is enclosed with this memorandum. The Payment Record file layout will be released in an upcoming communication.

### Eligibility Determination

The MCS provides a scholarship for new and continuing undergraduate students with family incomes up to \$100,000 attending the University of California (UC) or the California State University (CSU) who are not already receiving federal, state or institutional grants that exceed 40% of the charged mandatory systemwide tuition/fee amount. Students whose families earn between \$100,001 and \$150,000 per year may be eligible for a scholarship of no less than 10% of the mandatory systemwide tuition and fees. The legislation authorizing the MCS establishes a phase in of the awards over four years. First year funding allows an award maximum of 35% of 40% of the charged tuition/fees, resulting in MCS awards reduced to a maximum of 14% of the charged fees in 2014-15.

The chart below provides an example of a MCS award calculation for 2014-15.

Institution	CSU	CSU
Income	\$ 100,000	\$ 150,000
Mandatory Systemwide Tuition and Fees	\$ 5,472	\$ 5,472
Maximum award %	40%	10%
Maximum award	\$ 2,189	\$ 547
Cal Grant	\$ -	\$ -
Pell Grant	\$ -	\$ -
Institutional grant	\$ 1,473	\$ -
Preliminary calculated MCS award amount	\$ 716	\$ 547
First year phase in %	35%	35%
2014-15 MCS award	\$ 251	\$ 192

Non-institutional scholarships, even those that are tuition specific, do not disqualify a student from MCS. For example, if the student has a Gates Scholarship that pays tuition, the student can still receive the MCS since the Gates Scholarship is not a federal, state, or institutional grant. However, students who have their tuition/fees waived, meaning they were not charged tuition/fees, are not MCS eligible. Discussion on other types of aid that may affect MCS eligibility will continue and guidance will be provided at a later date.

### **Maximum Award Determination**

Despite a statutorily defined award maximum, the actual award amounts for the MCS program, based on appropriated funding, may be less than the authorized maximum. To set the actual maximum, several factors will be used, including the following:

1. The student's total family income as taken from the Total Income figure displayed on the student's federal ISIR or Cal ISIR.
2. The total amount of a student's pertinent federal, state and institutional grant awards.
3. The total number of MCS eligible students.
4. The budget appropriation in a given award year. First year total program funding is set at \$107 million.

To assure that all MCS eligible students receive an award, the Commission will "hold back" a certain amount of funding to accommodate the reporting of student enrollment after the initial awards are determined in July.

### **Data Submission Phases**

The MCS awarding process requires data that is known only to the campus of attendance. To gather the student specific financial aid award data needed to set the maximum awards, record layouts have been created in collaboration with the UC and CSU system offices. These are student specific records since not all students will receive the same amount of qualifying grants and scholarships.

The submission of student specific data will be made in three phases:

1. **Admission file submission:** The campus will provide specific information (see record layout comments) for new undergraduate students who have been admitted to the University as well as continuing undergraduate students. The Commission will use these files to model the award selection for budget projection purposes and to notify students of potential eligibility for an award. This initial correspondence to the student was developed with input from the segmental offices and campuses, indicates the student may be eligible for the new MCS program and explains that the Commission will notify the student and the school in late July 2014 if the student is awarded a MCS. All MCS data uploads must be submitted through WebGrants. The admission file submission will occur annually on April 1.
2. **Enrollment file submission:** The campus will provide specific information (see record layout comments) for new and continuing enrolled undergraduate students to the Commission. The campus will include the student's financial information and the ISIR or Cal ISIR number used in providing the data. The Commission uses this information to calculate the maximum award values and to determine the amount of funds to "hold back". Once the Commission has determined the student's award amounts, an award

notification will be sent to the student. A Payment file will be created and posted for campuses in WebGrants. Initial fall enrollment data uploads will be required by July 15. Enrollment file submissions for students initially missed for fall and those enrolling first time for the winter or spring terms will occur later (TBA).

3. **Payment file submission:** A payment process will be created that is similar to the Cal Grant payment process. Campuses will certify student attendance and eligibility and request funds for each term. Upon reconciliation of the payment file, the Commission will submit a claim to the State Controller's Office to process an EFT payment to the campus for disbursement of the MCS award. Payment file submissions will be accepted on a weekly basis. Payments will be processed by term. Payment files will be processed beginning in August contingent on budget enactment for that award year.

The Commission is currently in the design phase for the Enrollment and Payment processes. Additional information on these processes will be provided upon completion.

### File Upload Process

The admission, enrollment and payment files will use the existing file upload process in WebGrants. The System Administrators (SA) for each UC and CSU campus will be given access to a new Middle Class Scholarship link on the home portal in WebGrants. The SA's can then grant access to any of their campus WebGrants users.

Upon submission of each file, the campus will be notified if the file was accepted or rejected.

- If the file is accepted, the campus will be able to view a report that indicates the number of records accepted, validated and rejected.
- If a file is rejected, review the record layout and make the necessary corrections.
- If a record is rejected, the reason for the rejection is provided. The campus should review the reason and correct any invalid information and resubmit only the corrected information (do not resubmit the entire file).


All corrections to admission file test records must be completed by April 2, 2014.

All corrections to admission file records must be completed by April 8, 2014.

Below are examples of the WebGrants screens for the MCS.

### Home Portal Screen

Please contact your School's System Administrator if you need access to additional screens.

Portal Menu	Account Information
<a href="#">WebGrants</a> <a href="#">Table Edit</a> <a href="#">California National Guard</a> <a href="#">User Administration</a> <a href="#">CA Dream Act</a> <a href="#">SB 70</a> <a href="#">Middle Class Scholarship</a> 	<a href="#">View Your Account Details</a> <a href="#">Help With Your Account</a>

MCS Menu

Middle Class Scholarship Menu
<a href="#">File Upload</a> <a href="#">Report Download</a>

**Note:** The following two examples are test screens. The production screens will not require you to select your school.

File Upload

File Upload			
<p style="text-align: center;"><b>File Upload</b></p> <ul style="list-style-type: none"> <li>◆ Select a School from the School Drop Down.</li> <li>◆ Select an Academic Year from the Year Drop Down.</li> <li>◆ Select a File Type from the Type Drop Down.</li> <li>◆ Select the Go Button, when you are ready to select a file for upload. Once you have selected a file, Click the Submit button to begin the upload.</li> </ul>			
School	<input style="background-color: white; border: 1px solid #ccc;" type="text" value=" &lt;&lt; Select a School &gt;&gt; "/>	Year	<input style="background-color: white; border: 1px solid #ccc;" type="text" value=" 2014 - 2015 "/>
Type	<input style="background-color: white; border: 1px solid #ccc;" type="text" value=" Admission File "/>	<input style="background-color: yellow; border: 1px solid #ccc;" type="button" value="GO!"/>	

After the file has uploaded, review the exception and summary reports.

Reports			
<p style="text-align: center;"><b>Reports</b></p> <ul style="list-style-type: none"> <li>◆ Select a Type of Report from the Type Drop Down.</li> <li>◆ Select a School from the School Drop Down.</li> <li>◆ Select an Academic Year from the Year Drop Down.</li> <li>◆ Select the Go Button, when you are ready to begin the Report Query.</li> <li>◆ If the report is Excel based, after a few moments a popup message will display in your browser enabling you to begin report download. Otherwise you will see the results below.</li> </ul>			
Type	<input style="background-color: white; border: 1px solid #ccc;" type="text" value=" &lt;&lt; Select a Report &gt;&gt; "/>	School	<input style="background-color: white; border: 1px solid #ccc;" type="text" value=" &lt;&lt; Select a School &gt;&gt; "/>
		Year	<input style="background-color: white; border: 1px solid #ccc;" type="text" value=" 2014 - 2015 "/>
<input style="background-color: yellow; border: 1px solid #ccc;" type="button" value="GO!"/>			

**Key Dates**

- |                    |   |  |
|--------------------|---|--|
| April 1 to 2, 2014 | - | Admission file test records due from all campuses  |
| April 3 to 8, 2014 | - | Admission files due from all campuses  |
| April 14-18, 2014  | - | Commission sends preliminary notification to potentially eligible students (enclosed)              |
| July 15, 2014      | - | Enrollment files due from all campuses   |
| July 28, 2014      | - | Commission announces 2014-15 MCS award amounts and sends award notifications to eligible students. |

At this time, certain program specific features have yet to be determined. These include whether the filing date for the MCS is March 2, whether there will be a minimum award amount, and whether students with calculated eligibility amounts below the minimum amount will receive the minimum award amount or zero. The answers to these questions may be decided in budget trailer language to be determined upon approval of the final 2014 state budget.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff via e-mail at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov) or at (888) 294-0153.

Enclosures: 2014-2015 Admission/Enrollment MCS Record Layout – Final Copy  
Middle Class Scholarship Preliminary Notification to Potentially Eligible Students