



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



August 25, 2016

GOM 2016-27

TO: Financial Aid Administrators

FROM: Catalina G. Mistler 
Deputy Director, Program Administration & Services Division

SUBJECT: **WebGrants College Cost Estimate Screen**

This Operations Memo from the California Student Aid Commission (Commission) announces that update capability on the 2017-18 WebGrants (WG) Cost Estimate screen will be available on **September 1, 2016**.

Aligning with the October 1, 2016, early release of the 2017-18 Free Application for Federal Student Aid and California Dream Act Application, the Commission will begin early communication to eligible students with a Cal Grant eligibility notification beginning November 2016. Early communication to students and families regarding Cal Grant eligibility will allow more time to make informed decisions regarding their college choice.

The Cost Estimate information you provide will be used by the Commission to determine the financial need and award amounts for the 2017-18 Cal Grant applicants.

College Cost Screen

- Your institution must update the pre-populated fields with the 2017-18 estimated information by typing over the pre-populated numbers. If the 2017-18 estimates are not available, please update with the final 2016-17 figures.
- If the school does not provide updated information for the 2017-18 academic year, the Commission will use the pre-populated data from the 2016-17 year, even though it is the prior year's cost information.
- The Commission anticipates processing the first 2017-18 Cal Grant eligibility notifications beginning November 2016. Therefore, we strongly encourage all participating institutions to update and complete the WebGrants College Cost Estimate information by **Friday, September 30, 2016**.

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.

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 2017-18 financial aid award year. Please ensure the data is entered in this manner to ensure accurate Cal Grant awards can be made for your campus.

The College Cost Estimate screen in WG also allows campuses the option to opt out of the Entitlement Cal Grant high school graduation confirmation process.

High School Graduation Confirmation Opt Out

- By checking "Yes", 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 2016-12](#).
- By checking "No", a campus chooses to **not** "Opt Out", which 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.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
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