OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA

September 5, 2017   **GOM 2017-31**

TO: Financial Aid Administrators

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

SUBJECT: **2018-19 WebGrants College Cost Estimate Screen**

This Operations Memo from the California Student Aid Commission (Commission) announces that institutions are now able to submit College Cost Estimates in WebGrants (WG).

The Commission will begin sending preliminary Cal Grant eligibility notifications to students in November 2017 to give them 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 2018-19 Cal Grant applicants.

College Cost Screen

- Your institution must update the pre-populated fields with the 2018-19 estimated information by typing over the pre-populated numbers. If the 2018-19 estimates are not available, please update with the final 2017-18 figures.

- If the school does not provide updated information for the 2018-19 academic year, the Commission will use the pre-populated data from the 2017-18 year, even though it is the prior year's cost information.

- The Commission anticipates processing the first 2018-19 Cal Grant awards for the High School Entitlement program beginning November 2017. Therefore, we strongly encourage all participating institutions to update and complete the WebGrants College Cost Estimate information by Friday, October 20, 2017.

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
  - 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 parent's information should equal the same budgets the institution will use when determining financial need for the 2018-19 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.

Need to contact us?

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

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