



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



June 14, 2018

GOM 2018-20

TO: Financial Aid Administrators

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

SUBJECT: **Cal Grant Award Disbursement**

This Operations Memo from the California Student Aid Commission (Commission) provides information regarding the general Cal Grant award disbursement timeline, as it relates to your institution's census date.

Unless otherwise stated in the institution's refund policy, the census date, commonly referred to as the "freeze date" or "add/drop date", establishes enrollment status for payment reporting purposes. Please reference the following:

- Cal Grant Institutional Participation Agreement: ARTICLE IV C. 1) and 1) e.
- Cal Grant Handbook: Chapter 13, pages 113 and 117

Before Census:

- If an initial disbursement is made before census, the payment amount is based on the student's enrollment status at the time of disbursement.
 - If using this method of disbursement, the payment may require subsequent adjustments if the enrollment status changes between the time of initial disbursement and census.

At Census:

- If the initial disbursement is made at the time of census, payment is based on enrollment status at census.

After Census:

- If the initial disbursement is made after census, payment is based on enrollment status **at census**, OR;
- If a student is added to the roster after census (late add to roster) due to circumstances outside of the school's control such as competitive award recycling, school change initiated by the student, etc., payment is based on enrollment at the time of disbursement.

After Term Completion (Retroactive Payments):

- If the initial disbursement is made after the term has ended, payment is based on enrollment status at the end of the term.
 - All completed coursework counts toward enrollment status, including earned F's and "Incomplete grades".

Secondary Census:

- Schools that offer programs with modules-within-a-term or intersession, may adopt a secondary census based on the last class in which the student enrolls, or is expected to enroll for the term.
 - Schools must account for all adjustments to enrollment, both increases and decreases, up to the secondary census date.
 - Schools must apply the policy consistently to all students in the program.

Need to contact us?

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

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