



SOUTHERN CALIFORNIA
COLLEGE OF BARBER & BEAUTY

Southern California College of Barber and Beauty

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Cal Grant Policies and Procedures

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SOUTHERN CALIFORNIA COLLEGE OF BARBER AND BEAUTY

Cal Grant Policies & Procedures 2024

Introduction

Effective October 8, 2024, Southern California College of Barber and Beauty (referred to as "SCCBB" or "the College") will administer the Cal Grant program in partnership with the California Student Aid Commission (referred to as "CSAC" or "the Commission") under the Cal Grant Program Institutional Participation Agreement (IPA). This IPA is a binding agreement that outlines the terms and conditions under which SCCBB is eligible to participate and its administrative, fiscal, and security responsibilities.

The Cal Grant IPA applies to initial participation, renewals, and updates. SCCBB's Office of Financial Aid (OFA), Office of Administration (OA), and Office of Finance (OF) are to follow the policies and procedures outlined in the IPA. Guidance from CSAC may modify these policies.

Offices of SCCBB	Acronyms	Titles
Office of Financial Aid	OFA	<ul style="list-style-type: none"> • Chief Compliance Officer • Financial Aid Director
Office of Administration	OA	<ul style="list-style-type: none"> • Chief Operations Officer • Office Manager
Office of Finance	OF	<ul style="list-style-type: none"> • Chief Financial Officer • Chief Academic Officer/Bookkeeper
System Administrator	SA	<ul style="list-style-type: none"> • WebGrants Administrator

Administration of the Cal Grant Program

To qualify for a Cal Grant, students must meet specific eligibility requirements.

Residency: Applicants must be a California resident to apply for Cal Grant at SCCBB.

Type	Educational Program Eligibility	Minimum Academic Requirements	Awards Coverage
Cal Grant B	Cosmetology Program Barber Program	Minimum GPA: 2.0 High School and College.	Freshman year \$1,648 for books and other college costs. Student should be encouraged to follow up with the OFA to inquire about other grants they may qualify for the can help cover the base tuition costs. Cal Grant B (any other year) - \$5,648. (\$1,648 + \$4,000)
Cal Grant B - New Foster Youth	Cosmetology Program Barber Program	Minimum GPA: 2.0 High School and College.	Freshman year \$1,648 for books and other college costs. Cal Grant B (any other year) - \$5,648. (\$1,648 + \$4,000). Chafee provides current or former California foster youth up to \$5,000 per year for educational expenses.
Cal Grant C	Cosmetology Program Barber Program		Up to \$3,009. (2,462 + 547 = \$3009). The \$2,462 is applied directly to tuition and fees. The \$547 is an amount designated for books and supplies.

<p>Cal Grant C – New Foster Youth</p>	<p>Cosmetology Program Barber Program</p>		<p>Up to \$3,009. (2,462 + 547 = \$3009). The \$2,462 is applied directly to tuition and fees. The \$547 is an amount designated for books and supplies.</p> <p>Foster youth can receive an additional amount up to \$4,000</p>
<p>California Chafee Grant for Foster Youth (Chafee Grant)</p>	<p>Cosmetology Program Barber Program</p>		<p>Awards up to \$5000 a year to eligible foster youth. A student's receipt of a Chafee Grant award shall not exceed five years. Payment on an eligible California Chafee Grant Award is not guaranteed. Funding is limited. Payments are made on a first-come first-served basis.</p>
<p>California Dream Act Application (CADAA) – Undocumented/Dreamer Students</p>	<p>Cosmetology Program Barber Program</p>	<ul style="list-style-type: none"> ⇒ Undocumented Students ⇒ With or without DACA ⇒ Temporary Protected Status (TPS) ⇒ U Visa Holders 	<p>Complete the CADAA application on the CSAC website, and can qualify up to the limits for Cal Grant B, or C.</p>

Note: During Freshman year, the student will only receive the Access Award amount.

Eligibility Requirements

Application Processing and Deadlines

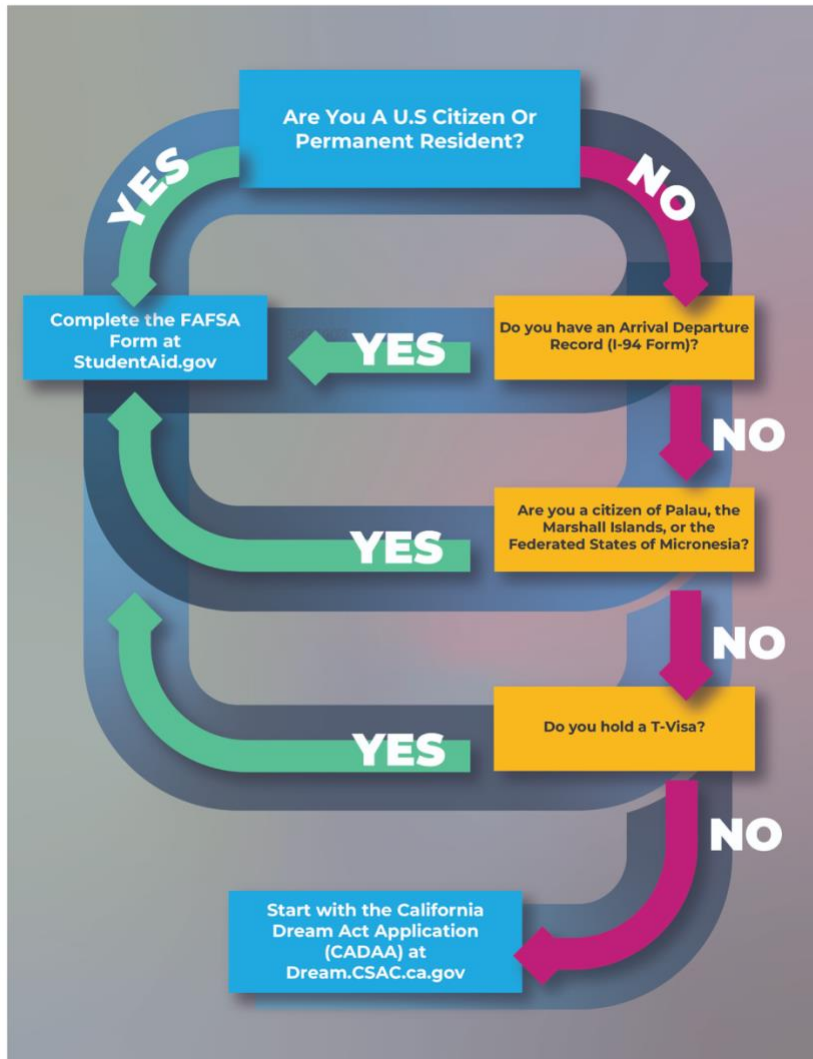
SCCBB announces that all new and returning students must complete the Free Application for Federal Student Aid (FAFSA®) by the deadline of March 2. The FAFSA®/CADAA collects financial and personal information to calculate the Student Aid Index (SAI) and determine each student's eligibility for aid.

SCCBB will obtain an Institutional Student Information Record (ISIR) from the RGM Student Management System. The OFA reviews all ISIRs to ensure that all eligibility documentation for Title IV recipients is complete before awarding the Cal Grant. The OFA may request additional documentation from students, which will be kept in their financial aid file to support Cal Grant eligibility. The OFA must resolve any conflicting information before granting a Cal Grant award.

FAFSA® instructions are available to students on the SCCBB website, and students can also schedule a Zoom appointment via Calendly. The OFA operates Monday through Friday, from 9:00 a.m. to 5:00 p.m. PST. The Cosmetology and Barber programs are categorized as an occupational or technical training program, qualifies for Cal Grant B or C.

Applicants must also complete the California Chafee Grant for Foster Youth application, which is a one-time requirement. This application can be accessed on the CSAC website [CSAC Foster Youth Application](#) . Additionally, the California Dream Act Application (CADAA) must be completed on the CSAC website [CADAA Website](#).

AB 540 Eligibility California Dream Act Application (CADAA)



These are the two qualifying options for the AB 540 Requirements to establish CADAA eligibility. CADAA students must provide evidence of these options upon admission to the college.

Option A

3 years high school coursework and 3 years total attendance at any of these schools in California:

- Elementary School
- Middle School
- High School

Option B (SB 68)

3 years attendance (or equivalent) at any of these schools in California:

- High School
- Adult School
- Community College

Fulfill one of the following

- Graduate from a California high school
- Obtain a certificate of completion, GED, HiSet or TASC in California
- Attain an Associate degree from a California Community College
- Fulfill minimum transfer requirements for a CSU or UC

Student Verification Requirements

Cal Grant applicants must complete a FAFSA® to receive a valid Institutional Student Information Record (ISIR). Cal Grant recipients are subject to the same verification requirements as Title IV students. These requirements are detailed in the SCCBB catalog. If a student has Verification Tracking Flags V-1, V-4, or V-5, they must fulfill the specified verification requirements to receive Cal Grant funds. This includes completing a SCCBB Verification Worksheet to address the relevant tracking flags. Without meeting these requirements, Cal Grant funds cannot be released for payment.

Professional Judgement/Special Circumstances (loss of a job, family illnesses, and natural disasters that can dramatically change a family's situation)

The OFA will evaluate special circumstances for professional judgment cases on a case-by-case basis. In these cases, if a student files a FAFSA® *on time* and there are circumstances that the student and family have experienced since filing the FAFSA application, the OFA may evaluate for Cal Grant consideration. Students and parents must complete the professional judgment paperwork for this consideration.

Unmet Need

To identify unmet financial aid need, SCCBB will utilize a standardized budget that includes actual tuition and fees for the academic year, as well as expenses for food, housing, transportation, and miscellaneous costs. These expenses will be based on the student's living arrangement, whether off-campus or with a parent. An academic year consists of a minimum of 900 credit hours and 26 weeks of instruction. The annual budgets are based on the yearly cost components established by the California Student Aid Commission in their Student Expense Budgets. The determination of cost of attendance and unmet financial needs is documented on the Cal Grant Worksheet for each individual payment and is stored in the student's electronic financial aid file

SCCBB determines a student's financial need for its Cal Grant program as:

Cost of Attendance

Minus SAI (a negative SAI = 0)

Minus Other Financial Assistance

= Financial Need (must be greater than \$0)

Beginning the fall term 2024-2025 academic year, Chafee Grant payments is not treated as other financial assistance when awarding financial aid.

Awards

The OFA prepares an Estimated Financial Aid Offer outlining the total tuition, fees, and federal and state eligibility for the academic year. The awards order is Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Cal Grant Award, and maximum Direct loan eligibility not to exceed a student's financial need. Once the student acknowledges the awards accepted, a formal Offer Award Letter is given to the student. The student does not sign the Offer Award Letter.

Income and Asset Ceilings

The income and asset ceilings for Cal Grant is subject to annual state budget, which can be found on the Cal Grant website. The annual budget is maintained in the Cal Grant policy and procedures manual.

Types of GPAs

SCCBB does not provide GPA certification.

Enrollment Status

The OFA is responsible for confirming the enrollment status of Cal Grant recipients based on their attendance when funds are disbursed or credited to their accounts. Updates to enrollment status must be recorded in the Webgrants system whenever a recipient's status changes.

The SCCBB defines full-time enrollment as 900 clock hours. All students are expected to maintain full-time status.

Cal Grant Roster Download Procedures

The OA and OFA will review the Cal Grant Payment Rosters weekly to certify and request payments for all awarded students.

Education Level Reporting

Policy

SCCBB determines the education level for all students attending and their award for Cal Grant from the California Student Aid Commission (CSAC).

Definition

The OA determines the education level for all students receiving a Cal Grant award before the OFA certifies and disburses Cal Grant funds. A new Cal Grant recipient must continue to meet all program eligibility requirements, demonstrate financial need, and have the appropriate education level certified before receiving funds.

Term Definition Table and Education Level (EL)

Education levels for SCCBB are as follows:

No. of Credit Hours	EL - Grade Level
1 - 900 Clock Hours	1
901- 1000 Credit Hours	2

Annual Cal Grant Schedule

SCCBB has defined an annual Cal Grant Schedule based on Fall (FL), Winter (WN), Spring (SP), and Summer (SU) based on the scheduled start dates for the program.

All Cal Grant recipients attending SCCBB are considered full-time. The Commission expects the school to disburse unless the school determines an adjustment is necessary. Due to year-round eligibility, a student will receive 33% of the Cal Grant award for each payment period of 450 clock hours and 133.3% for an academic year of 900 clock hours.

Cal Grant Leave of Absence

SCCBB has an open enrollment policy throughout the year. Consequently, there may be situations where a student's funding needs to align with the academic term. When this happens, the college places the student on a Cal Grant Leave of Absence (CGLOA) for the duration that conflicts with their existing term. In such cases, SCCBB will assign the student a CGLOA for the term during which enrollment at SCCBB is not required. If this occurs, SCCBB places the student on a CGLOA for the term not required for enrollment at SCCBB.

Procedures

- To determine the education level for a Cal Grant recipient, the OFA utilizes the SCCBB term definition table noted above.
- Webgrants — Confirm student's Cal Grant eligibility via the Webgrants system.
- California Community College (CCC) Academic Transcripts — California Community College (CCC) Academic Transcripts — If eligible for the Transfer Entitlement Program, Official CCC academic transcripts will be required from the student's last attended CCC. The OFA must confirm that the student completed academic hours from the prior academic year.
- Eligibility — Once the OFA determines eligibility at SCCBB, the education level will be assigned based on the term definition table.
- Disbursement — Before the payment of any Cal Grant funds, the OA will verify eligibility by reviewing the academic transcripts, transfer of credit documentation, current enrollment, and satisfactory academic progress to ensure that the student is eligible for the Cal Grant award.
- Leaves for Cal Grant recipients will not be granted for students who are:
 - Financially ineligible
 - Not making SAP
 - In default on federal loans or owe repayment of grants

Responsible Staff

- The OFA will determine initial eligibility.
- The OA will confirm eligibility, education level authorization requests.
- The FO will disburse funds upon verification and confirmation. It is also their responsibility to manage the interest-bearing bank account, general ledger, and reconciliation of funds.

Student Written Authorization

Policy Scope

It is the policy of SCCBB to require written authorization from all Cal Grant B recipients who wish to use their subsistence allowance for institutional costs. Students who do not authorize their funds to be applied toward tuition costs will receive a check within 14 business days.

Definition

Students who receive a Cal Grant B award are eligible for a books and supplies allowance, in addition to tuition assistance. During the initial packaging appointment, students can apply the subsistence amount to their institutional costs. SCCBB prorates charges for books and supplies for each payment period. When this happens, students must complete the Cal Grant Authorization form and submit it to the OFA.

Procedures

Upon packaging the student's financial aid, the OFA enters the Cal Grant B awards into the student's financial aid package in RGM. The OFA encourages the student to inquire about the option to apply the subsistence amount towards their institutional costs.

All Cal Grant B recipients must complete and sign the Cal Grant B Access Authorization Form, which will be included in the Offer Letter. A copy of this authorization form is maintained in the student's electronic financial aid file.

The OFA will periodically review the Cal Grant records and codes for each disbursement using an internal Excel tracking sheet. This review will be compared against the student's charges or used to release excess proceeds checks to students. This secondary confirmation process ensures that all students are processed in compliance with the regulations established by the California Student Aid Commission.

Responsible Staff

- The OFA will determine initial eligibility.
- The OA will confirm eligibility, education level authorization requests.
- The FO will disburse funds upon verification and confirmation. It is also their responsibility to manage the interest-bearing bank account, general ledger, and reconciliation of funds. Unauthorized holds of funds must be returned to the student within 14 business days. A copy of the check must be maintained in the electronic financial aid file.

Awards in WebGrants

Cal Grant Awards involve three key teams: the OFA, the OA, and the FO. The OFA confirms student eligibility for the Cal Grant, while the OA verifies enrollment and Satisfactory Academic Progress (SAP) eligibility for the disbursement, which is processed through the WebGrants system.

The OFA is responsible for certifying student eligibility and requesting payment for each term online via the Payment Roster on Commissions' online portal, WebGrants. The FO ensures that the disbursement is credited to the student's account, and any excess funds are sent to the student within 14 days.

Satisfactory Academic Progress (SAP)

Policy Scope

SCCBB's policy is to monitor Satisfactory Academic Progress (SAP) before disbursing Cal Grant funds. This monitoring takes place at each payment period.

Cal Grant recipients must meet both qualitative and quantitative requirements during each payment period. If a student fails to meet these requirements, they will be placed on Financial Aid Warning for one payment period. During this Warning period, the student remains eligible for the Cal Grant. However, if the student does not meet SAP requirements by the end of the Warning period, they will lose their Cal Grant eligibility.

Definition

Students who receive a Cal Grant award must meet the SAP provisions defined in the School Catalog. They are expected to satisfy both quantitative and qualitative measurements after the payment period. Failure to meet these criteria may result in ineligibility for the Cal Grant.

Responsible Staff

- The OA will confirm SAP eligibility (Grades, Attendance) that is represented in RGM.
- The OFA will confirm SAP at the end of each payment period before Cal Grant is authorized for payment in WebGrants.

Adjustments to Cal Grant Awards

If a Cal Grant student is no longer enrolled, Cal Grant must be notified through the WebGrants system. The FO is responsible for updating the WebGrants system.

Financial Aid Disbursement Policy

Title IV Disbursement Requirements

Federal Pell Grant Policy

Federal Pell Grant disbursements are based on the number of clock hours and weeks of the payment period. The first disbursement is awarded 7 school days after the start date. The second disbursement is awarded at the midpoint of the academic year. An academic year is defined as 900 clock hours and 26 weeks. Subsequent disbursements require completing half the clock hours in the academic year, half the weeks, and meeting the Satisfactory Academic Progress (SAP) of the payment period to qualify.

Federal Supplemental Educational Opportunity Grant (FSEOG) Policy

FSEOG disbursements are based on the amount of available funds, clock hours, and weeks of the payment period. The first disbursement is awarded 7 days after the start date. The second disbursement is awarded at the midpoint of the academic year. An academic year is defined as 900 clock hours and 26 weeks.

Federal Direct Loan Policy

Federal Direct Loans disbursements are based on the number of clock hours and weeks of the payment period. For first-time borrowers, their first disbursement is awarded and scheduled on the 31st day of the start date, and the second disbursement is awarded at the midpoint of the academic year. For non-first-time borrowers, their first disbursement is awarded on the first day of class and the midpoint of the academic year. An academic year is defined as 900 clock hours and 26 weeks. Subsequent disbursements require completing half the clock hours in the academic year, half the weeks, and meeting SAP of the payment period to qualify.

Student Account Charges

Financial aid funds are applied toward student account charges for the payment period. Tuition and fees are prorated for the payment period and financial aid funds are applied toward those charges. For excess proceeds, after charges have been paid, if any, a check will be issued to the student within 14 calendar days.

Disbursement Calendar¹

Award Notification Date ²	Award Calculation Date ³	Disbursement Date ⁴	Awards
Fall 2024			
August 5, 2024	August 14, 2024	August 5, 2024	1 st Pell Grant & FSEOG & Direct Loans
		October 28, 2024	2 nd Pell Grant, FSEOG & Direct Loans
August 19, 2024	August 28, 2024	August 19, 2024	1 st Pell Grant & FSEOG & Direct Loans
		November 11, 2024	2 nd Pell Grant, FSEOG & Direct Loans
September 9, 2024	September 18, 2024	September 9, 2024	1 st Pell Grant & FSEOG & Direct Loans
		December 2, 2024	2 nd Pell Grant, FSEOG & Direct Loans
September 23, 2024	October 2, 2024	September 23, 2024	1 st Pell Grant & FSEOG & Direct Loans
		December 16, 2024	2 nd Pell Grant, FSEOG & Direct Loans
October 7, 2024	October 16, 2024	October 7, 2024	1 st Pell Grant & FSEOG & Direct Loans
		December 30, 2024	2 nd Pell Grant, FSEOG & Direct Loans

October 21, 2024	October 30, 2024	October 21, 2024	1 st Pell Grant & FSEOG & Direct Loans
		January 13, 2025	2 nd Pell Grant, FSEOG & Direct Loans
November 4, 2024	November 13, 2024	November 4, 2024	1 st Pell Grant & FSEOG & Direct Loans
		January 27, 2025	2 nd Pell Grant, FSEOG & Direct Loans
November 18, 2024	November 27, 2024	November 18, 2024	1 st Pell Grant & FSEOG & Direct Loans
		February 10, 2025	2 nd Pell Grant, FSEOG & Direct Loans
Winter 2024			
December 2, 2024	December 11, 2024	December 2, 2024	1 st Pell Grant & FSEOG & Direct Loans
		February 24, 2025	2 nd Pell Grant, FSEOG & Direct Loans
December 16, 2024	December 25, 2024	December 16, 2024	1 st Pell Grant & FSEOG & Direct Loans
		March 10, 2025	2 nd Pell Grant, FSEOG & Direct Loans
January 6, 2025	January 15, 2025	January 6, 2025	1 st Pell Grant & FSEOG & Direct Loans

		March 31, 2025	2 nd Pell Grant, FSEOG & Direct Loans
January 20, 2025	January 29, 2025	January 20, 2025	1 st Pell Grant & FSEOG & Direct Loans
		April 14, 2025	2 nd Pell Grant, FSEOG & Direct Loans
February 3, 2025	February 12, 2025	February 3, 2025	1 st Pell Grant & FSEOG & Direct Loans
		April 28, 2025	2 nd Pell Grant, FSEOG & Direct Loans
February 17, 2025	February 26, 2025	February 17, 2025	1 st Pell Grant & FSEOG & Direct Loans
		May 12, 2025	2 nd Pell Grant, FSEOG & Direct Loans
March 3, 2025	March 12, 2025	March 3, 2025	1 st Pell Grant & FSEOG & Direct Loans
		May 26, 2025	2 nd Pell Grant, FSEOG & Direct Loans
March 17, 2025	March 26, 2025	March 17, 2025	1 st Pell Grant & FSEOG & Direct Loans
		June 9, 2025	2 nd Pell Grant, FSEOG & Direct Loans
April 7, 2025	April 16, 2025	April 7, 2025	1 st Pell Grant & FSEOG & Direct Loans

		June 30, 2025	2 nd Pell Grant, FSEOG & Direct Loans
April 21, 2025	April 30, 2025	April 21, 2025	1 st Pell Grant & FSEOG & Direct Loans
		July 14, 2025	2 nd Pell Grant, FSEOG & Direct Loans
May 5, 2025	May 14, 2025	May 5, 2025	1 st Pell Grant & FSEOG & Direct Loans
		July 28, 2025	2 nd Pell Grant, FSEOG & Direct Loans
May 19, 2025	May 28, 2025	May 19, 2025	1 st Pell Grant & FSEOG & Direct Loans
		August 11, 2025	2 nd Pell Grant, FSEOG & Direct Loans
June 2, 2025	June 11, 2025	June 2, 2025	1 st Pell Grant & FSEOG & Direct Loans
		August 25, 2025	2 nd Pell Grant, FSEOG & Direct Loans
June 16, 2025	June 25, 2025	June 16, 2025	1 st Pell Grant & FSEOG & Direct Loans
		September 8, 2025	2 nd Pell Grant, FSEOG & Direct Loans
Summer 2025			

July 7, 2025	July 16, 2025	July 7, 2025	1 st Pell Grant & FSEOG & Direct Loans
		September 29, 2025	2 nd Pell Grant, FSEOG & Direct Loans
July 21, 2025	July 30, 2025	July 21, 2025	1 st Pell Grant & FSEOG & Direct Loans
		October 13, 2025	2 nd Pell Grant, FSEOG & Direct Loans

¹ Disbursements Calendar – Fall through Summer schedule. Only the first and second Pell Grant, FSEOG, and Direct Loan disbursements are indicated above.

² Student financial aid is awarded once all requested documents are verified by the Office of Financial Aid to be accurate. The student will receive a Financial Aid Estimate (FAE) to accept and sign for their scheduled awards. The FAE is presented to the student through a secured site. Once received by the Office of Financial Aid, an award notification is then sent to the student via email, with no signature required.

³ A student has 7 days from the start date to cancel their enrollment. If enrollment is canceled no funds will be released. Attendance is confirmed on this date, and Pell Grant, FSEOG, and Direct loan disbursements for first disbursements. Second disbursements are released once midpoint hours, weeks, and SAP are confirmed.

Disbursement Notification to Students

SCCBB’s Office of Financial Aid (OFA) is responsible for notifying students about their Cal Grant disbursements through a Financial Aid Estimate. The first document provided to a student awarded a Cal Grant is the SCCBB Offer Letter. This Offer Letter outlines the schedule for federal and state aid for the academic year. All Cal Grant disbursements are scheduled by payment periods, specifically 450 or 900 clock hours.

EFT Email Notification

SCCBB will verify students' eligibility and request payments through WebGrants. The Commission will process the payments on Monday night, and the OA will confirm that the funds are available in the Cal Grant funds bank account by Friday. When the OA disburses Cal Grant funds, recipients will receive an Electronic Funds Transfer (EFT) notification letter. A copy of this EFT notification will be kept in the financial aid section of the student's electronic file.

Posting to the General Ledger

SCCBB will be notified about Cal Grant funds through WebGrants. The OFA and Chafee Program Officer will receive an email notification regarding the Electronic Funds Transfer (EFT) two days

before the deposits occur. This notification will include a unique claim schedule number. The Cal Grant roster will display the students' names, unique identifiers, and the amounts awarded to identify the students who have received disbursements.

Identifying Students' Payments

Once SCC receives notification from the Commission in WebGrants regarding Cal Grant EFT funds, the "recipients per Claim Schedule" on the "Institution Reconciliation" page in WebGrants will display which students' payments are included. A roster will be generated in WebGrants to identify the Cal Grant payment designated for each recipient. The Office of Administration (OA) will then transfer the specified Cal Grant amount listed on the confirmed roster. The Cal Grant award for the term will be posted to each student's ledger in RGM. Students will receive notifications about their Cal Grant disbursement.

Procedure

After receiving Cal Grant funds in the Cal Grant account, the FO will record the transaction in the general ledger. A general ledger will be kept documenting all deposits, disbursements, and refunds related to the Cal Grant program. The FO will also reconcile the funds account with student activity and the bank account.

Responsible Staff

- The OFA will determine initial eligibility.
- The OA will confirm eligibility, education level authorization requests.
- The OFA will disburse funds upon verification and confirmation.
- The FO will ensure payments are disbursed on the student's ledger. Excess credit balance checks must be released to students within 14 calendar days. Monthly reconciliation It is also their responsibility to manage the interest-bearing bank account, general ledger, and reconciliation of funds.

Refund Policy

A Cal Grant recipient who drops or withdraws from SCCBB is subject to the Institutional Refund Policy outlined in the School Catalog. SCCBB's refund policy provides an institutional pro-rata refund of up to 60% of the enrollment period.

Responsible Staff

- The OFA will verify the drop status as defined by the Registrar.
- The OA is responsible for calculating the Institutional Refund Policy, which includes the Cal Grant disbursement for the payment period.
- Before funds are returned to the Cal Grant Account, the OFA must confirm the accuracy of the institutional refund calculation. Both the OFA and OF must agree on the accuracy of this calculation within 20 days of the withdrawal date. If a refund is determined to be due to the Cal Grant program, the funds must be returned to the Cal Grant account within 15 days from the date generated by the OA. The OF is required to notify the OF of the amount returned to the Cal Grant account.
- The OA will update WebGrants accordingly. The OF will also confirm in WebGrants and the Cal Grant bank account that the funds were successfully returned via check. The Cal Grant recipient will be informed about the institutional refund calculation and the refund

amount paid to the California Student Aid Commission. Additionally, a copy of all invoices and refund payments must be retained in the student's financial aid file.

Interest Bearing Account and Reporting

- The OF maintains an interest-bearing bank account designated as the "Cal Grant Fund" for all Cal Grant funds received from the Commission. It also keeps appropriate accounting records in its general ledger for all deposits, disbursements, and refunds related to the Cal Grant Program.
- The OF will manage the funds received from the Cal Grant Program. All funds will be kept in an interest-bearing account, and any interest accrued will be returned to the CSAC annually during the reconciliation for the academic year. SCCBB will calculate all interest accrued for the Cal Grant Funds, which will be submitted to CSAC by March 1 of the following calendar year. The OF must maintain evidence of these activities.
- Additionally, the OF must prepare the Annual Internal Reconciliation form online and retain proof of the annual interest paid for audit purposes.

Weekly and Monthly Reconciliation

The OFA and the OF are responsible for reconciling Cal Grant activities on a weekly basis. The OFA will review all Cal Grant transactions by examining vouchers and confirming the acceptance statuses in WebGrants. Any discrepancies must be resolved before additional disbursements can be awarded.

Deposits from the Cal Grant account to the school's Operating Account must be reconciled with the corresponding CG# Voucher. Proof of these transfers, as shown in bank statements, must be reconciled and maintained by the AO. A monthly reconciliation is required for all activities completed during the month.

The WebGrants reconciliation screen will record each time SCCBB pays a student or returns funds to the Commission. Since SCCBB utilizes electronic payments (EFT), this reconciliation screen in WebGrants is how the Commission confirms disbursements to students. The Commission will send email reminders to the OF if the reconciliation screen is not updated within 30 days of the payment being issued.

Reconciliation Tools are as follows: CG# Voucher, Student Ledger Account, Check Copies (front and back), and Bank Statement.

WebGrants System

The WebGrants System Administrator (SA) can only authorize new users to WebGrants. The SA must maintain access to WebGrants after any changes to administration are made.

Data Reporting Schedule

Cal Grant IPA Renewal – December 31 (before expiration date of IPA)

California License Exam Reporting – December 31

Data Reporting (Senate Bill 70) Overview - December 31

Interest Remittance – March 1

Resources & References

CSACIPA – csacipa@csac.ca.gov

California Chafee Grant – chafee@csac.ca.gov

Chafee Grant homepage - <https://www.csac.ca.gov/collegeschafee-0>

Chafee Payment Roster Guide - https://www.csac.ca.gov/sites/default/files/2024-10/chafee_grant_payment_roster_quick_user_guide.pdf

Chafee Coordinator's Guide - https://www.csac.ca.gov/sites/default/files/2024-10/chafee_grant_payment_roster_quick_user_guide.pdf

California Dream Act

schoolsupport@csac.ca.gov

(888) 294-0153

studentsupport@csac.ca.gov

(888) 224-7268

Cal Grant B Access Authorization Form

Per state regulations, a student' written authorization, to credit Cal Grant B Access, must be obtained at least once an academic year. Without this authorization, school will release these funds directly to the student. The student may change their authorization prior to disbursement of funds. This written authorization will be retained in the student's file.

Please indicate your choice below (one): *Please select one answer in this section*

- I authorize Southern California College of Barber and Beauty to retain and apply my Cal Grant B Access funds to my student account. I understand this authorization is valid until I rescind it in writing.
- I **do not** authorize Southern California College of Barber and Beauty to apply my Cal Grant B Access funds directly to my student account. I understand that I am responsible for any outstanding balance and fees on my student account.

I understand I may generate a written request to cancel or modify this authorization at any time.

Student's Full Name _____
(Print) Date

Student Signature: _____