



# GRADE POINT AVERAGE (GPA) VERIFICATION FORM FOR THE 2000-2001 SCHOOL YEAR

**FINAL FILING DEADLINE: MARCH 2, 2001**

*The enclosed application should be filed by individuals who wish to apply as new recipients of the State's Cal Grant A, B, and/or C programs. The postmark filing deadline is **March 2, 2001**.*

The California Student Aid Commission (Commission) uses the information provided on both the GPA Verification Form and the Free Application for Federal Student Aid (FAFSA) to determine your eligibility for the State's Cal Grant A, B, and C programs. Please read the information contained in this document as it will be useful in addressing questions and concerns regarding the Cal Grant A, B, and C programs and the application process.

## GENERAL INFORMATION ABOUT CAL GRANTS

Cal Grants are for students who are pursuing an undergraduate degree or occupational/career training and do not have to be repaid. Applicants who indicated, on the FAFSA, that they will be at the senior level in college or higher will not be considered for a new 2000-2001 Cal Grant A or B award. In addition to meeting the financial need and Cal Grant A, B, or C program requirements, you must:

- ◆ Be a resident of California.
- ◆ Return the GPA Verification Form by the March 2nd postmark deadline.
- ◆ Maintain at least half-time enrollment.
- ◆ Maintain satisfactory academic progress as defined by your college or university.
- ◆ May **not** have earned a bachelor's or higher degree prior to receiving a Cal Grant.
- ◆ Be a U.S. citizen or eligible non-citizen.
- ◆ File a FAFSA by the **March 2nd** postmark deadline.
- ◆ Meet U.S. Selective Service requirements.
- ◆ Demonstrate financial need for attending an eligible California college or university in 2000-2001.
- ◆ **Not** be in default on any federal or state educational loan or owe a grant refund.

**Do not** use the enclosed GPA Verification form to apply for a Cal Grant T award (intended for students who already have a bachelor's degree or higher and are actively working toward an initial teaching credential). The Cal Grant T application deadline is June 1, 2000 for both the FAFSA and the Cal Grant T Enrollment and GPA Verification Form. That form may be requested from the campus where you are enrolled or the Commission at (916) 526-7590.

## HELPFUL HINTS FOR SUCCESSFULLY SUBMITTING THE GPA VERIFICATION FORM

- ◆ Complete and mail a 2000-2001 FAFSA by the **March 2, 2001** postmark filing deadline.
- ◆ Read the enclosed instructions prior to completing the GPA Verification Form.
- ◆ Complete both sides of the GPA Verification Form using **black ink only** and mail it by the **March 2, 2001** postmark filing deadline to:

California Student Aid Commission  
Grant Programs Processing Section  
P.O. Box 419028  
Rancho Cordova, CA 95741-9028

- ◆ If you already have a Cal Grant or Community College Reserve award and wish to renew that award; do not complete the GPA Verification Form. Instead you must complete a 2000-2001 FAFSA. However, if you are already in college and are applying for a new Cal Grant, you must submit the enclosed GPA Verification Form to be considered for an award. The Commission does not retain GPA Verification Forms submitted in prior years.
- ◆ Some schools submit a list of verified GPAs directly to the Commission. If your school does so, it will not be necessary for you to submit the enclosed GPA Verification Form. However, you should confirm this practice with your school, as you are responsible for the timely submission of the GPA Verification Form.
- ◆ Be sure to obtain a \$.60 proof of mailing from the post office for both the FAFSA and the GPA Verification Form.

Applicants who complete and file both a FAFSA and a new verified GPA by the **March 2, 2000** postmark deadline, will be considered for one of the 55,000 Cal Grants awarded by the Commission each year.

# Instructions for Completing the Scannable GPA Verification Form for Cal Grants A, B, and C

## **Please Note:**

There are questions and information printed on both sides of the attached scannable document. High school or college officials are responsible for completing section A, as indicated. Students are responsible for completing section B on the front and section C on the back.

If you did not receive a Cal Grant in a previous year, you must file a new GPA Verification Form for 2000-2001. The attached form will be scanned electronically. Be sure to fill each oval completely using **only black ink**.

## **Section A — School Verified GPA. An authorized high school or college official must complete and sign:**

Calculate the student's GPA on a 4.00 scale to two decimal places. Any school possessing all of the students' transcripts may verify the GPA. **Do not use a weighted scale.** Failing grades for courses which have not been retaken prior to Fall 1999 must be included. Exclude any grades earned in the 1999-2000 school year. Convert any grades with extra weighting for honors and Advanced Placement classes to a 4.00 scale before calculating the GPA. The following grades are to be included in the GPA calculation for undergraduate Cal Grant applicants:

- ◆ **Current high school seniors:** Include all sophomore- and junior-year grades, excluding physical education (PE) and Reserve Officer Training Corps (ROTC). Accelerated juniors graduating in spring 2000 should only include sophomore grades. Summer school grades earned following the completion of the junior year should not be included.
- ◆ **Students who are not currently attending high school and have completed fewer than 24 semester college units, 36 quarter units, or the equivalent prior to Fall 2000:** Include sophomore, junior and senior-year high school grades, excluding PE and ROTC.
- ◆ **Students who are not currently enrolled in high school but have completed at least 24 semester college units, 36 quarter units, or the equivalent prior to Fall 2000:** Include all college grades obtained before Fall 2000.

Fill in all three spaces and all three corresponding ovals for the GPA. **By signing, you are certifying that the GPA was calculated in accordance with the requirements of the Cal Grant program.** You are also certifying that no grades earned during the 2000-2001 school year have been included in the GPA. Any questions on this form can be directed to the Commission at (916) 526-7590 or by e-mail: [custsvcs@csac.ca.gov](mailto:custsvcs@csac.ca.gov).

## **Section B — Student's Identification. The student applying for aid must complete and sign.**

### **Social Security Number (SSN)**

Fill in the ovals to indicate your valid SSN. Valid SSN's do not begin with 8 or 9. If you believe your SSN begins with an 8 or 9, contact your local Social Security Office to verify your number.

### **School Code**

Students graduating high school in Spring 2001 should write in the College Board high school code number. This is the same code used for sending SAT test information to that high school. Your high school counselor will know the correct code to use. Students who will be in college for the Spring 2001 school term should write in the federal code number of the college they will be attending for Spring 2000. This is the same number as the federal school code used on the FAFSA. Look for the federal school codes at your college financial aid office, at your public library, on the internet at <http://www.ed.gov/>, or call the Commission at (916) 526-7590. **Students who are not in college or high school for the Spring 2000 school term should leave this section blank.**

# Instructions for Completing the Scannable GPA Verification Form for Cal Grants A, B, and C—Continued

## **Section C — Student's Information and Certification. Located on the reverse side of the scannable form.**

1. Write in your name exactly as it appears on your Social Security card.
2. Enter your birth date.
3. Enter the address where you can be reached for questions regarding your GPA Verification Form.
4. Scores from the ACT, SAT, or GED tests can be submitted in lieu of a GPA only under the following circumstances:
  - ◆ You attended a high school or college outside of the United States and are unable to have those grades converted to a 4.00 scale.
  - ◆ You have been out of school for 5 years or more (test scores optional).
  - ◆ Your school did not grade in a manner which can be readily converted to a 4.00 scale.
  - ◆ You participated in a home schooling program (test scores required).

If any of the above apply to you, mark "Yes" in item #4 and enclose your test score with an official copy of the testing organization's score report and the GPA Verification Form. Return both no later than **March 2, 2001**. Scores from the California Proficiency Examination cannot be submitted because that is not a nationally-administered examination. Grade reports, transcripts, and proficiency certificates are also not accepted.

**Notes:** **a)** Some colleges and universities (e.g. Stanford University, UC Santa Cruz, etc.) do not calculate GPA's. If your institution will not calculate your GPA for you, you must submit test scores in lieu of a GPA, by the **March 2nd** deadline. **b)** A GPA or applicable test score is required to compete for a Cal Grant A. Your GPA or applicable test score may give you a higher score for the Cal Grant B and Cal Grant C competitions. Consequently, if a verified GPA or valid test score is not mailed to the Commission by **March 2, 2001**, you will not score as well on your application for the Cal Grant B or Cal Grant C award competition.

5. **Student Signature:** This certifies that you have read these instructions and all attached information. Your signature means that the information provided in Sections B and C is correct and you understand that it is illegal to report false or misleading information on this form.

## **Additional Application Instructions:**

- ◆ Use the enclosed envelope to mail the GPA Verification Form. Otherwise, mail the form to the:

California Student Aid Commission  
Grant Programs Processing Section  
P.O. Box 419028  
Rancho Cordova, CA 95741-9028
- ◆ Notify the Commission immediately of any permanent address change.

# Postmark Filing Deadline: March 2, 2001

### **California Requirements**

State and federal laws protect an individual's right to privacy of information pertaining to oneself. The California Information Practices Act of 1977 requires that the following information be provided to applicants for financial aid who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. Maintenance of this information is authorized by the California Student Aid Commission policy and the policies of the postsecondary institutions to which you are applying for aid. Furnishing information requested on this form is mandatory. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to the state and federal governments if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to themselves. The Education Code of the State of California gives the Student Aid Commission the authority (in consultation with postsecondary institutions) to make this form available. The officials responsible for maintaining the information contained on this form are the Director of the California Student Aid Commission and the financial aid administrators at the institutions to which you are applying for financial aid. The Social Security number is used to verify your identity under the record keeping systems established prior to January 1, 1975, pursuant to the authority of the Student Aid Commission, the California State University, and California Community Colleges contained in Title 5, California Administrative Code, Section 41201, and the authority of the Regents of the University of California under Article IX, Section 9, of the California Constitution. The Student Aid Commission and California public postsecondary education institutions, in compliance with federal statutes and the Equal Protection Clause of the California Constitution, do not discriminate on the basis of race, color, national origin, sex, or handicap in any of their policies, procedures, or practices. Inquiries regarding these equal opportunity policies may be directed to the Commission and to the financial aid office of the school or college to which you are applying for aid.

# DESCRIPTION OF CAL GRANT A, B, AND C PROGRAMS

## CAL GRANT A

Cal Grant A awards assist low- and middle-income students with tuition and fee costs. Awards are based on financial need and academic achievement, as measured by the applicant's GPA or test scores. The minimum unweighted GPA cutoff for 1999-2000 was 3.09 for all financially eligible applicants. Minimum GPA cutoffs for 2000-2001 will likely be different. However, the Commission will not determine the scores until the Spring of 2001 or later when the State budgets are determined and the total applicant pool is evaluated.

The minimum length of the course of study in which a Cal Grant A recipient must be enrolled is two academic years. New applicants who indicate on their FAFSA that they will be at the senior or higher grade levels will not be considered for a 2000-2001 Cal Grant A. If a Cal Grant recipient attends a community college, no payment will be made, and the award will be placed on reserve until the student transfers to a four-year college, university, or trade school. The maximum new award amounts for 1999-2000 were: \$9,420 at independent schools and colleges, \$3,429 at the University of California (UC) and \$1,428 at the California State University (CSU). Cal Grant award amounts for the 2000-2001 award year will be determined through the State's budget process.

## CAL GRANT B

Cal Grant B awards assist very low-income/disadvantaged students who are entering freshman or community college students transferring to a four-year college as a junior level student. Payments assist with living expenses, books, supplies, transportation and other non-tuition costs. The maximum support paid during the 2000-2001 academic year was \$1,410. Renewal recipients, Community College Transfer Students, and first-year applicants who score in the top 2% of the Cal Grant B competition will receive a Cal Grant B award which may cover tuition and fee costs. The maximum tuition and fee amounts for 1999-2000 were the same as those awarded under the Cal Grant A program. Cal Grant award amounts for the 2000-2001 award year will be determined through the State's budget process.

Entering freshman Cal Grant B recipients cannot have completed, prior to June 30, 2000, more than:

- ◆ one full-time semester or two full-time quarters at any college,
- ◆ 16 semester units or the equivalent of part-time study at a college, or
- ◆ four and one-half months of postsecondary vocational school.

## CAL GRANT C

Cal Grant C awards assist low- and middle-income students enrolled in occupational and/or career training programs with tuition and training costs. A recipient's total program length must be between 4 and 24 months at a vocational school, community college, or independent college. The maximum award paid in 2000-2001 was up to \$2,360 for tuition/fees and up to \$530 for tools, books, and supplies. Cal Grant C awards at a community college pay up to \$530 for tools, books, and supplies.

Students who indicate an occupational or technical program on their FAFSA (question 31), and who do not receive a Cal Grant A or B will be sent a supplemental application for the Cal Grant C program after the initial award process is complete.

**Special Note:** If you are a current Cal Grant C recipient and wish to be considered for a 2000-2001 Cal Grant A or B, you must file both a 2000-2001 FAFSA and 2000-2001 GPA Verification Form by the **March 2, 2001**, postmark deadline and then submit a written request to be withdrawn from the Cal Grant C program by July 1, 2001.

# TIPS—APPLYING FOR THE CAL GRANT A, B, AND C PROGRAMS

## SPECIAL NOTE

If you are currently a recipient of a Cal Grant or a Cal Grant Community College Reserve award and wish to renew that award for the 2000-2001 year, **do not** complete a GPA Verification Form. Renewal recipients must complete a 2000-2001 FAFSA listing their Fall 2000 college in FAFSA Step Six. That school will certify your eligibility for Cal Grant renewal.

## CONSIDER ALL FINANCIAL AID OPTIONS

Explore all financial aid options from federal, state, and school sources. Consider applying for private scholarships as well as the traditional sources of aid from the federal and state governments and colleges. Talk with a counselor and ask your parents to check with their employers or labor unions. When applying to schools check with a financial aid administrator to find out about the college's individual programs and how to apply for them. Requirements, application procedures, and deadlines may vary by college.

## COMPLETE THE FAFSA

The FAFSA is the primary application for financial aid and is used nationwide. FAFSAs may be filed electronically or via the U.S. mail. You can save up to four weeks in the application process by filing electronically. (Refer to the FAFSA tips section on the last page of this document).

No matter how you submit the FAFSA, be sure to review the instructions carefully and provide accurate information. Submit only one FAFSA each school year. The FAFSA (or signature page if filing electronically) and the GPA Verification Form are to be mailed to separate locations. It is advisable that students keep copies of the forms and obtain a \$.60 **Certificate of Mailing** from the post office as evidence that the documents were both mailed on time to the appropriate addresses. Other proofs of mailing may not be accepted.

## MEET ALL DEADLINES

You must file your FAFSA and the enclosed GPA Verification form by the **March 2, 2001** postmark deadline if you are applying for Cal Grants A, B, or C.

## AFTER FILING A FAFSA

Within four weeks after filing your FAFSA, you will receive a pink Student Aid Report, or SAR. Immediately review your SAR for accuracy and make any necessary changes. If you need to change or correct some of the information, follow the instructions carefully and submit the corrections immediately to the federal application processor. If you do not receive your SAR within four weeks, or if you need another copy, call the Federal Student Aid Information Center at 1-800-433-3243 immediately. The federal processor will forward your SAR information to the Commission, and to the college(s) (up to six) you list.

The financial aid administrator at each school you listed in FAFSA Step Six should send you financial aid award notification listing the types and amounts of aid for which you are eligible. Many colleges send admission letters separately from financial aid eligibility notifications.

## RESPOND PROMPTLY TO ALL REQUESTS FOR ADDITIONAL INFORMATION

Respond promptly to all requests for additional information from the Commission and the colleges and universities where you have applied. Include your SSN on all correspondence.

Retain photocopies of your FAFSA, GPA Verification Form, and all other forms and correspondence regarding your application(s) for aid.

## FOLLOW-UP

You will receive a Cal Grant notification letter from the Commission only if you filed both a FAFSA and a GPA Verification Form. If you do not receive correspondence from the Commission by May 1, 2001, regarding your application, phone us immediately at (916) 526-7590. Following-up in this manner is important to ensure that you are considered for the Cal Grant programs. If you have any questions, please contact the Commission at the following address:

California Student Aid Commission  
Grant Program Customer Service  
P.O. Box 419027  
Rancho Cordova, CA 95741-9027.

You may also reach the Commission via e-mail at: [custsvcs@csac.ca.gov](mailto:custsvcs@csac.ca.gov).

# TIPS FOR COMPLETING THE 2000-2001 FAFSA—RELATIVE TO THE CAL GRANT PROCESS

## GENERAL TIPS

Each year, many students file incomplete FAFSA applications causing delays or disqualifications for student financial aid. Here are some tips to help students and their families successfully complete the financial aid application process.

- ◆ Contact the college(s) you are considering for specific instructions on applying for financial aid at that school.
- ◆ Do not wait until the last minute to complete financial aid application materials. An early start will leave time to collect and correct information, ask questions, and solve problems.
- ◆ To apply for a 2000-2001 award, use a **2000-2001** year FAFSA.
- ◆ **The Commission encourages students to file their FAFSA via the Internet at: <http://www.fafsa.ed.gov/>.**
- ◆ If mailing a paper FAFSA, print clearly and neatly. Write only in the response areas and fill in bubbles completely. Do not use “white out” or correction fluid anywhere on the form, and do not use a torn, crumpled, or stained FAFSA.

## SPECIFIC INSTRUCTIONS FOR THE CAL GRANT PROGRAMS

### Step One: Page 3 of the FAFSA

Questions 1-3 and 8: Your name and SSN.

Use the same name as it appears on your Social Security card. You cannot file a FAFSA without an SSN.

Questions 23 and 24: What is the highest level of schooling completed by the student's natural father and mother?  
Complete both questions to earn maximum consideration for the Cal Grant B award.

Question 25: Your state of legal residence.

You will not be considered for the Cal Grant programs if this is left blank.

Question 26: Date you became a legal resident of the State listed in question 25.

Be sure to indicate both month and year.

Question 32: Grade Level.

Applicants who indicate on the FAFSA they will be at the senior level in college or higher will not be considered for a new 2000-2001 Cal Grant A or B award.

### Step Two: Page 4 of the FAFSA: Student Financial Section

All students must complete this section. **If you do not have an income or benefit for any line, enter a zero.** Do not enter N/A or a  $\emptyset$  symbol. The FAFSA is scanned by the processor so write within the defined fields. For any questions, contact the Commission, your college financial aid office, or the Federal Student Aid Information Center at 1-800-433-3243.

### Step Three: (Questions 54-59)

If you answered “No” to every question in Step Three, you must provide parental financial information in FAFSA questions 60 through 85. If you answered “Yes” to any question in Step Three, skip Step Four and proceed directly to Step Five.

### Step Four: Parental data

The omission of required parental information may disqualify you for consideration in the Cal Grant program.

### Step Five: Number of college students in household

Complete this section if you answered “Yes” to any question in Section Three.

### Step Six: Which schools should receive your FAFSA data?

Write the complete name, city and state of the college(s) that you may attend during the 2000-2001 school year. If you know the school's Federal school code number, you may list it in place of the school's name and address. (Refer to GPA Verification Form instructions, Section B, for sources of Federal school codes). You must list at least one California school to be considered for a Cal Grant. Do not list a community college as your first California school unless you are certain you will not attend a four-year or tuition charging school for the year.

### Step Seven: Please read, sign, and date.

The student and a parent (if parent data is supplied) must sign and date the form. Unsigned and/or undated forms will be returned unprocessed. **Do not** sign, date, or mail the FAFSA before January 1, 2000.

## WORKING NOTES

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**For additional information please contact the  
California Student Aid Commission  
Grant Programs Processing Division  
P.O. Box 419028  
Rancho Cordova, CA 95741-9028  
Or visit us on the web at:  
[custsvcs@csac.ca.gov](mailto:custsvcs@csac.ca.gov)**