



## GOLDEN STATE TEACHER GRANT PROGRAM DISBURSEMENT GUIDELINES

The Golden State Teacher Grant (GSTG) Program awards up to \$20,000 to students who are currently enrolled in a professional preparation program leading to a preliminary teaching credential or a pupil personnel services credential and commit to work at a California preschool program or priority school for four years within eight years of completing their program.

### DISBURSEMENT PROCEDURES

**Step 1:** Ensure that the student continues to meet the eligibility for their GSTG award.

**Step 2:** Within 30 days of receipt, disburse the funds to the students according to your institution’s policies.

**Step 3:** After disbursement, enter the date the check was disbursed to the student on WebGrants.

### INELIGIBLE STUDENTS/REVISED NEED

**IMPORTANT: IF THE STUDENT IS NO LONGER ELIGIBLE TO RECEIVE THE FULL GSTG CHECK RECEIVED, DO NOT DISBURSE THE CHECK.**

**Step 1:** Report the date the check is being returned and the reasoning on the WebGrants GSTG Abatement screen.

**Step 2:** Return the check to the California Student Aid Commission (Commission):

1. Do not write on or stamp the check.
2. Indicate the reason the student is no longer eligible on the included Payee List.
3. Sign the bottom section of this form: Institutional Certification For Check Returns.
4. Return the original check with this signed form and the Payee List to the following address within 30 days of receipt:  
California Student Aid Commission  
Program Administration and Services Division  
P.O. Box 419027  
Rancho Cordova, CA 95741-9027

**Step 3:** Once the Commission reports the check as received and the abatement is complete, update the student’s eligibility and/or award amount on WebGrants and request a new payment (if applicable).

If you have any questions, please contact the GSTG team at [goldenstateteachers@csac.ca.gov](mailto:goldenstateteachers@csac.ca.gov).

### INSTITUTION CERTIFICATION FOR CHECK RETURNS

I hereby certify that I have read the above information. I have noted on the Payee List the reason(s) for the check’s return. By signing below, I acknowledge that I am returning the check(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_