



**California Student Aid Commission  
FINANCIAL STATEMENT AND DEMONSTRATION OF ADMINISTRATIVE CAPABILITY  
TO PARTICIPATE IN THE CAL GRANT PROGRAMS**

(Please Print or Type)

**Name of Institution:** \_\_\_\_\_

**Institution Address:** \_\_\_\_\_

\_\_\_\_\_

**Name of Person completing this form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title or Position:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**FINANCIAL INFORMATION**

To participate in the Cal Grant Programs under California Education Code (CEC) Section 69432.7(l)(1)(B), known as the 10% Rule, a school must certify that no less than 10 percent of its operating budget, as demonstrated in the Institution's most recent audited financial statement, is expended through institutionally funded student financial aid in the form of grants. To determine eligibility the following information must be provided:

**Total Institution Operating Budget:**        \$ \_\_\_\_\_

**Total Institutional Grants:**                \$ \_\_\_\_\_

- **Total Institution Operating Budget** should include, but is not limited to, revenues from tuition, fees, other institutional charges for students, school fund raising activities, and endowments.
- **Total Institutional Grants** are established as those funds which are recognized in institutional publications which are made available to all students (i.e., catalogue).

**NOTE: For continued eligibility, as well as when submitting new or renewal Participation Agreements, Institutions qualifying for the Cal Grant Programs under CEC Section 69432.7(l)(1)(B) must submit this form and an audited financial statement which certifies compliance with this section of the law annually by January 15.**

Section 69432.7(l)(1) of the California Education Code reads, "Qualifying Institution" means an institution that... is any of the following: (B) A nonprofit institution headquartered and operating in California that certifies to the commission that 10 percent of the institution's operating budget, as demonstrated in an audited financial statement, is expended for the purposes of institutionally funded student financial aid in the form of grants, that demonstrates to the commission that it has the administrative capacity to administer the funds, that is accredited by the Western Association of Schools and Colleges, and that meets any other state-required criteria adopted by regulation by the commission in consultation with the Department of Finance. A regionally accredited institution that was deemed qualified by the commission to participate in the Cal Grant Program for the 2000-01 academic year shall retain its eligibility as long as it maintains its existing accreditation status.

**ADMINISTRATIVE CAPABILITY**

The Commission will use your institution's responses to the following questions, and any additional information you choose to provide, to determine your institution's administrative capability with regards to the Cal Grant program.

Number of students in attendance at the institution: \_\_\_\_\_ Number of students receiving financial assistance: \_\_\_\_\_

How many permanent staff members are assigned to administer financial aid programs at your school? \_\_\_\_\_

Will permanent staff be assigned to administer the Cal Grant program at your school?    YES \_\_\_\_\_    NO \_\_\_\_\_

If not, please explain: \_\_\_\_\_

Does your financial aid office use automation to process student records?    YES \_\_\_\_\_    NO \_\_\_\_\_

Are automated systems on campus integrated? (i.e., financial aid office can cross reference with admissions records)    YES \_\_\_\_\_    NO \_\_\_\_\_

Additional Comments: \_\_\_\_\_

I certify the above indicated budget information is true and verifiable through an audited financial statement. I further certify the information provided on this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
Fiscal Officer's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Financial Aid Director's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title