

# Institutional Participation Agreement (IPA) 2016-17 Required Documentation Checklist for Renewing Institutions

<b>Public Institutions - UC, CSU, CCC</b>		
Documents Required:		
1. Cal Grant Institutional Participation Agreement with original initials and signatures.		
2. Contact Information: Update contact information in WebGrants - select the School Information link from the WebGrants Menu.		
<b>Non-Public Institutions</b>	<b>Non Public</b>	<b>*10% School</b>
Documents Required:		
1. Cal Grant Institutional Participation Agreement with original initials and signatures.	x	x
2. Contact Information: Update contact information in WebGrants - select the School Information link from the WebGrants Menu.	x	x
3. Proof of Receipt of funds for the Federal Pell Grant and at least two of the following federal student aid programs: Federal Work-Study, Stafford Loans, Federal Supplemental Educational Opportunity Grant Program - from the U.S. Department of Education (i.e., e-Campus Statement of Account, e-Campus-based Institutional Worksheet, and/or Pell Electronic Statement of Account).	x	*See Below
4. Proof of Disbursement of funds for the Federal Pell Grant and at least two of the following federal student aid programs: Federal Work-Study, Stafford Loans, Federal Supplemental Educational Opportunity Grant Program - from the U.S. Department of Education (i.e., Institution's statement of accounts or accounting ledgers for student disbursement for each location/campus).	x	*See Below

\*10% School Defined: The institution is a nonprofit postsecondary institution headquartered and operating in California that: (a) expends at least 10% of the institution's operating budget, as demonstrated in an audited financial statement, for the purposes of institutionally funded student financial aid in the form of grants, (b) has demonstrated to the Commission that it has the administrative capability to administer the funds, and (c) is accredited by the Western Association of Schools and Colleges.

Institutions qualifying under the 10% Rule must also submit the "Financial Statement and Demonstration of Administrative Capability to Participate in the Cal Grant Programs" form.