



# CALIFORNIA STUDENT AID COMMISSION

PROGRAM ADMINISTRATION & SERVICES  
DIVISION

## MEMORANDUM

December 10, 2014

**TO:** University of California Financial Aid Directors  
California State University Financial Aid Directors

**FROM:** Catalina  
G. Mistler  
Chief, Program Administration & Services Division

**SUBJECT:** Middle Class Scholarship – Tuition & Fee Reporting

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This memorandum provides information on the Middle Class Scholarship (MCS) and clarification for reporting tuition and fee information.

In accordance with California Education Code 70022(a)(2), the Middle Class Scholarship (MCS) award "...is up to 40 percent of the amount charged to that student in that academic year for mandatory systemwide tuition and fees...", the following guideline should be applied when determining the amount of systemwide tuition and fees applied:

- (1) At the time a student withdraws, if campus policy dictates that the student's tuition and fee assessment is decreased, the new tuition and fee amount shall be reported to CSAC. CSAC will then recalculate the MCS award value based on the new information.
- (2) At the time a student withdraws, if campus policy dictates that the student's tuition and fee assessment remains unchanged, then the student is eligible for the MCS award that has been calculated on current tuition and fee charges.

Below is an example for each scenario.

Scenario 1:

A student was enrolled full-time and eligible for an MCS award of \$500 for the fall semester. Three weeks into the semester, the student withdraws completely from school. Based on the time of attendance, the student's tuition and fees have been reduced from \$2,736 to \$1,200.

Action: The campus should report a correction in WebGrants with the new tuition and fee assessment. CSAC will recalculate the student's MCS award based on the newly reported information. The campus may have to recertify the MCS payment.

Scenario 2:

A student was enrolled full-time and eligible for an MCS award of \$500 for the fall semester. Twelve weeks into the semester, the student withdraws from the school. Based on the time of attendance, the student's tuition and fee charges remain unchanged.

Action: No further action is needed.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff via e-mail at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov) or at (888) 294-0153.