

Instructions for Completing the Grant Record Change Form for Students

Schools changes, address changes and leave of absence requests can all be made on-line at WebGrants for students. Go to www.webgrants4students.org. Name and Social Security number changes, and program withdrawals and changes must be made using this form. Complete and send this form back only if corrections are necessary.

Section 1 — Student Information (This section and Section 4 must be completed)

1. Enter your name (current last, first, middle initial). If you indicated a name change in question #1, please provide your **previous** name (last, first, middle initial) in the shaded box. Remember to print or type clearly.
2. Enter your Social Security number. If your Social Security number is a change from Commission records, enter your correct number and *attach a copy of your Social Security card*.
3. Enter your date of birth (month, day, year).
4. Enter your telephone number, including area code.
5. Check "Yes" if your address is different from the Commission's records. Check "No" if your address is the same as the Commission's records. Enter your street address, city, state and five- or nine-digit zip code.
6. Enter your email address.

Section 2 — School Change

7. If you wish to change your school of attendance, enter the school's name, city and date effective. **A change in school choice may effect your eligibility for an award.**
- 8a. Enter the term the school change is effective.
- b. Check whether you will live on campus, off campus, or at home with parents or relatives.

Section 3 — Leave of Absence Request

9. Enter the school you attend or have attended most recently and the date and term you last attended (e.g. 12/06, Winter 2007). Also enter the terms for which you are requesting a leave of absence (e.g. Fall semester), and the exact date for which you are requesting a leave of absence (e.g. 9/15/06 to 12/15/06).
10. Print or type the reason(s) for your leave of absence request.

Section 4 — Program Change

11. Program changes, such as requesting a change from Cal Grant B to Cal Grant A, may only be requested by new Cal Grant recipients before any payments have been made. The student's California Aid Report (CAR) will show Auto-Accept for one program and "Qualified" for another. Transferring between these programs is possible only if no Cal Grant payments have yet been made. A program change will not be processed without the signature of a school financial aid officer. Students who have a Cal Grant C and wish to decline that Cal Grant to be considered for another Cal Grant program must check the box in Section 5.

Section 5 — Please Withdraw my Cal Grant

12. Check this box only if you wish your current Cal Grant offer to be withdrawn. If you request this, your Cal Grant award offer will be withdrawn and reinstatement will not be possible. Please give the reason you are requesting withdrawal from the Cal Grant program.

Section 6 — Student Signature (To avoid delays, sign, date, and mail or fax this form as soon as possible.)

13. Your signature certifies to the best of your knowledge that this information is true and correct.
Providing false information may result in the withdrawal of your award.

If you have any questions concerning this form, you may contact the Commission's Student Support Services Branch by calling (888) 224-7268 or, via e-mail at studentsupport@csac.ca.gov. Our office hours are 1:00 p.m. to 4:55 p.m., Monday through Friday.

Mail this form to the address below.

**California Student Aid Commission
Cal Grant Operations Branch
P. O. Box 419028
Rancho Cordova, CA 95741-9028**

