Sample letter/email to send to students. Similar text used by CSAC.

Dear Student,

We have some exciting news to share with you! We recently became aware that you might be eligible for some additional 2016-17 financial aid from the California Student Aid Commission (CSAC).

CSAC has reported to us they can make additional awards this year in the Cal Grant C program. This program provides grants of **$547** to community college students for the year. It is important to remember, submitting an application does not mean you have been granted an award. **The Cal Grant C program is limited to students enrolled in a recognized career or technical education program of at least four months in length and no more than two years**. Students directly pursuing a four-year degree, course prerequisites or general education courses are not eligible for a Cal Grant C award.

In addition, full-time Cal Grant C recipients at community colleges might receive up to **$600** in financial aid assistance through the Full-Time Student Grant program.

Combined with a Cal Grant C award, a full-time community college student might receive up to **$1,147** for the year.

The next step in the application process is to complete an online Cal Grant C Supplement!

- In order to complete the supplement online, you must first create an account on the WebGrants 4 Students website located at *www.webgrants4students.org*. The website is a safe and secure.
- Once you have created an account and logged in, a Cal Grant Supplement form link will appear on the main screen. Click the link and follow the instructions to complete the supplement successfully. CSAC will use that information to determine your Cal Grant C eligibility.
- **NOTE:** Once you submit the supplement, the link will disappear and you will not have an opportunity to make any corrections.

Make sure you visit WebGrants 4 Students, located at *www.webgrants4students.org* where you will find important program and contact information. CSAC communicates with students using the email address they have on file. While you are in school, it is important you keep your information updated on your Webgrants 4 Students account. CSAC recommends using a recent version of Internet Explorer or Firefox to access your account, instead of a smartphone or tablet.

Please contact CSAC at 888-224-7268 or *studentsupport@csac.ca.gov* if you have questions on completing the Cal Grant C supplement. Students are also welcome to contact campus Financial Aid offices regarding questions about the supplement.