Paul Mitchell The School Pasadena

CAL GRANT POLICY AND PROCEDURES

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This establishes the policies and procedures by which Paul Mitchell The School - Pasadena administers Cal Grant funds in compliance with the California Student Aid Commission (CSAC) regulations, Education Code, and institutional policies.

Applies to all Financial Service Office staff involved in eligibility review, awarding, disbursement, reporting, and reconciliation of Cal Grant funds.

INSTITUTIONAL ELIGIBILITY & PARTICIPATION

Paul Mitchell The School - Pasadena must maintain active participation in the Cal Grant program through a signed Institutional Participation Agreement with CSAC.

- The Financial Service Advisor ensures the IPA is signed, updated, and submitted to CSAC.
- Accreditation , financial soundness, and program eligibility must be verified annually.
- Access to WebGrants is assigned only to staff who require it for job duties; access is removed when staff leave employment.

STUDENT ELIGIBILITY VERIFICATION

All students receiving Cal Grant funds must meet state eligibility criteria (FAFSA/CADAA, GPA submissions, residency, income/asset ceiling, enrollment, and SAP)

- The Financial Service Office verifies GPA submission through WebGrants.
- Residency status is confirmed via AB 540 affidavit or institutional residency documentation.
- FAFSA/CADAA results are reviewed for income and asset ceiling compliance.
- Documentation is scanned into the student's financial aid record.

AWARD PROCESSING & DISBURSEMENT

Cal Grant awards are processed in accordance with institutional census dates and CSAC guidelines.

- Awards are packaged with other financial aid to ensure no over-award.
- Enrollment intensity (FT, TT, HT) is verified prior to disbursement.
- Funds are disbursed through the Business Office after eligibility is confirmed.
- WebGrants is updated weekly with disbursement data.

CAL GRANT FUND MANAGEMENT

- All Cal Grant funds must be maintained in a separate interest-bearing account in accordance with CSAC requirements.
- Any interest accrued on Cal Grant funds during the calendar year must be returned to CSAC no later than March 1 of the following year.
- The Business Office is responsible for tracking interest accrual and ensuring timely remittance.

REFUNDS & ADJUSTMENTS

Paul Mitchell The School - Pasadena must comply with state and federal rules for return of funds when students withdraw or reduce units.

- When notified of withdrawal staff calculate any required adjustments.
- Refunds are processed within the required timeframe.
- Adjustments are entered in WebGrants using appropriate codes.

SATISFACTORY ACADEMIC PROGRESS

Students must meet institutional Satisfactory Academic Progress (SAP) to maintain Cal Grant eligibility.

Factors for measuring the student's progress towards satisfactory completion of the program include maintaining:

- A minimum cumulative Theory grade level of 80% or higher.
- A minimum cumulative academic level of 80% or higher on practical skill assessments.*
- To determine whether a student meets the academic requirements for satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 80% or higher.
- A minimum cumulative attendance of 90% of their scheduled hours.**

The following programs receive Satisfactory Progress Evaluations in both attendance and academic.

Program Name	1st SAP Evaluation Period	2nd SAP Evaluation Period	3rd SAP Evaluation Period
Cosmetology (1200)	450 actual hours	900 actual hours	N/A
Cosmetology (1000)	450 actual hours	900 actual hours	N/A
Hairstylist (600)	300 actual hours	N/A	N/A
Barbering (1000)	450 actual hours	900 hours	N/A
Skin Care (600)	300 actual hours	N/A	N/A
Nail Care (400)	N/A	N/A	N/A

Students not meeting SAP are coded in the Webgrant.

Students may appeals following Paul Mitchell The School - Pasadena's SAP Appeal Policy.

FINANCIAL AID WARNING AND DISQUALIFICATION

A student who fails to meet Satisfactory Academic Progress standards are the end of an evaluation period will be placed on Financial Aid Warning for one evaluation period.

While on Financial Aid Warning, the student remains eligible to receive Cal Grant funds.

If the student does not meet SAP standards at the end of the warning period, the student will be disqualified from receiving Cal Grant funds.

A disqualified student may regain eligibility only through a successful SAP appeal in accordance with Paul Mitchell The School - Pasadena's Satisfactory Academic Progress Appeal Policy,

STUDENT OPTIONS FOR AWARD DISBURSEMENT

Students eligible for Access Books & Supplies, SWD, or FYA supplements will receive prorated awards based on enrollment.

- Financial Service staff identify eligible students using WebGrants and FAFSA/CADAA data.
- Disbursements are processed with tuition and fee payments.
- Supplements are issued directly to students via direct deposit or check.

Cal Grant awards are evaluated and awarded at the completion of each evaluation period/payment period. Students who successfully complete evaluation period are eligible for full-time payment, provided all eligibility requirements are met. A payment is reported in the term in which at least 50% of the evaluation period has occurred.

All terms and payment periods are defined and established within WebGrants.

LEAVE OF ABSENCE

Students may request up to 200% (4 semesters / 6 quarters) of Cal Grant leave time.

Student submit LOA requests to the Director following Paul Mitchell The School - Pasadena's LOA policy as stated in the school catalogue. Once LOA is approved. Staff will enter LOA codes in WebGrants. Records of LOA approvals are retained in the student file.

APPEAL & CORRECTIVE ACTION

Paul Mitchell The School - Pasadena may appeal CSAC program determinations, and students may appeal eligibility decisions.

- Institutional appeals are coordinated by the Financial Service Advisor.
- Student appeals follow institutional appeal processes.
- All appeals records are retained for at least 5 years.

PROGRAM COMPLIANCE & AUDITS

The Financial Service Office is subject to CSAC compliance reviews and audits.

- All Financial Aid records are maintained for a minimum of 5 years.
- Staff must provide requested documentation to auditors.
- Finding are addressed through corrective action plans approved by the Director.

INFORMATION SECURITY & CONFIDENTIALITY

Student records are financial data are confidential and must comply with FERPA and CSAC standards.

- WebGrant access is restricted by role.
- Student data is not disclosed to unauthorized individuals.
- Records are stored securely, both electronically and physically.

WEBGRANTS REPORTING & RECONCILIATION

Paul Mitchell The School - Pasadena will accurately report and reconcile Cal Grant activity through WebGrant.

- Staff update WebGrant weekly with payment and adjustment codes.
- Monthly reconciliation is conducted between WebGrants and the Business Office.
- Discrepancies are resolved before CSAS deadlines.

Students who appear on the CSAS roster must be paid and reconciled by the annual reconciliation deadline established by CSAC, which typically occurs at the end of September each year.

SB 70 REPORTING

Paul Mitchell The School - Pasadena complies with Senate Bill 70 (SB 70) reporting requirements as mandated by the California Student Aid Commission.

- All required institutional and student - level data must be accurately reported to CSAC through WebGrants.
- Annual SB 70 reporting must be completed and submitted no later than December 31 of each year for the applicable award year (e.g. 12.31.2026 for the 2025-2026 award year)
- The Financial Service Office is responsible for ensuring data accuracy, completeness, and timely submission.
- Any corrections or updates must be submitted promptly upon identification.