Financial Aid and Scholarships
California State University, Los Angeles
5151 State University Drive, SSB 2330
Los Angeles, CA 90032-8402
Phone: (323) 343-6260

Aid Coordination Form

Section A. Student Information

Last Name	First Name	CIN

Section B. Department Award Information

All scholarships, grants, stipends, awards, and fellowships awarded to students attending Cal State LA must be reported to the Financial Aid and Scholarships office. Federal Student Aid regulations require the Financial Aid and Scholarships Office to adjust or cancel a student's other aid to prevent potential overpayments based on the student's cost of attendance for the academic year. "Cost of attendance" or "COA budget" refers to the university's reasonable estimate of the student's educational expenses for one academic year, including tuition, fees, housing, meal plan, transportation, personal expenses, books, supplies, and other related costs. In accordance with FSA regulations, Financial Aid and Scholarships is required to adjust "self-help" aid (i.e. loans and/or federal work-study) before adjusting gift aid. More information regarding the Aid Coordination is available at: Educational Website for Award Administration.

- Authorizing Official or Department designee must complete the Aid Coordination Form and submit to the Scholarships Unit at scholarships@calstatela.edu. Aid Coordination Forms submitted by students will not be processed by Financial Aid and Scholarships.
- Failure to submit a complete form will result in delays to disbursements and/or refunds to the students. Incomplete forms will be returned to the department and a new form will need to be submitted when all issues are resolved.
- Submit the form a minimum of 4 weeks before the check issuance date to allow time for processing by Financial Aid and UAS.
- Aid Coordination Forms submitted after the term or academic year has ended may not be processed by Financial Aid and Scholarships
- Financial Aid and Scholarships will confirm the student's eligibility to receive the award and notify Authorizing Official or Department designee of any issues.
- Each department is responsible for verifying student eligibility for grant funding

Section C. Award Information

Type of Request ☐ New Award ☐ Revision to initial award (check all that apply):

☐ Decrease to initial award offered ☐ Change to Project ID Number

☐ Increase to initial award offered ☐ Change to name of award

Payment authorized as follows:

Name of Award: _____ Project ID Number:_____

☐ Please check this box to confirm that you verified the student is enrolled and eligible for funds during term awarded

Total Award Amount:_____

Semester(s)	Amount designated for "Registration Fees"	Amount designated for Student Stipend Payment
Fall _____		
Spring _____		
Summer _____		
Total $		

Comments: _____

_____

Department Name: _____ Extension_____

Name of authorizing official (please print):_____ Title_____

Signature of authorizing department official:_____ Date:_____

Financial Aid Office Use Only

Doc Returned to Dept: ☐ Incomplete ☐ Not CSU Student FA Initials_____ Date_____

Comments:_____

FAS Office Designee:_____ Date_____