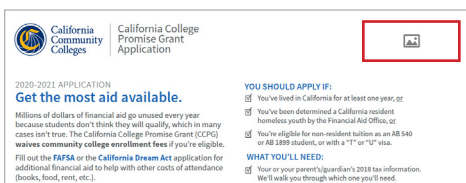


# California College Promise Grant PDF Customization Instructions

To customize the California College Promise Grant **PDF**, please follow the steps outlined below:

- **Digital files:** Access digital files of the CCPG application [HERE](#).
- **Insert logo:** Insert either a .jpg or .png version of your college's or district's official logo that is approximately 145 pixels wide x 45 pixels tall in the top right corner of page 1. Click the “add image here” icon [inside red box in example below] and insert the logo file.



California Community Colleges | California College Promise Grant Application

2020-2021 APPLICATION  
**Get the most aid available.**

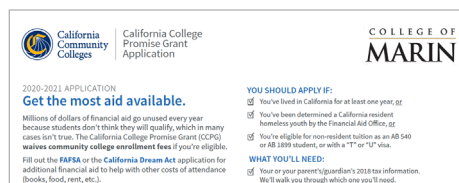
Millions of dollars of financial aid go unused every year because students don't think they will qualify, which in many cases isn't true. The California College Promise Grant (CCPG) waives community college enrollment fees if you're eligible. Fill out the FAFSA or the California Dream Act application for additional financial aid to help with other costs of attendance (books, food, rent, etc.).

**YOU SHOULD APPLY IF:**

- You've lived in California for at least one year, or
- You've been determined a California resident homeless youth by the Financial Aid Office, or
- You're eligible for non-resident tuition as an AB 540 or AB 1889 student, or with a "T" or "U" visa.

**WHAT YOU'LL NEED:**

- Your or your parent's/guardian's 2018 tax information. We'll walk you through which one you'll need.



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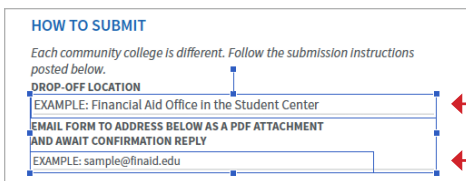
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COLLEGE OF  
**MARIN**

- **Update submission instructions:** In the “How to Submit” section on page 2, space was left below “Drop-off Location” and “Email form...” to add a specific location and/or email address where the application can be dropped off or electronically sent. In Acrobat, go to Tools>Edit PDF and then “Add Text” to create a textbox where you can enter the necessary information. Repeat steps for adding text box with an email address below.

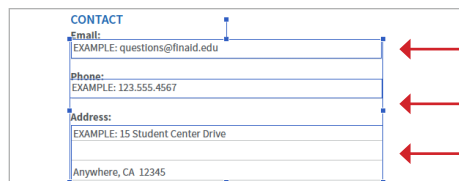


**HOW TO SUBMIT**

Each community college is different. Follow the submission instructions posted below.

**DROP-OFF LOCATION**  
EXAMPLE: Financial Aid Office in the Student Center

**EMAIL FORM TO ADDRESS BELOW AS A PDF ATTACHMENT AND AWAIT CONFIRMATION REPLY**  
EXAMPLE: sample@fnaid.edu



**CONTACT**

**Email:**  
EXAMPLE: questions@fnaid.edu

**Phone:**  
EXAMPLE: 123.555.4567

**Address:**  
EXAMPLE: 15 Student Center Drive  
Anywhere, CA 12345

- **Update contact information:** Follow the same steps for the CONTACT section and provide your college's Financial Aid office information including email address, phone number and physical address by adding three separate text boxes.
- **Save file:** Once all the additional information has been added, go to File>Save As and save a customized and shareable version of your application. The remaining applicant form fields will still remain active when shared.
- **Verify the updated application's accessibility:** Use Adobe Acrobat Pro DC's Accessibility Checker and follow the steps outlined below:
  1. Open the PDF in the latest version of Adobe Acrobat Pro DC (currently 2020.009.20067).
  2. Click the Accessibility icon under the Tools Panel on the far right side.
    - If you don't see the Accessibility icon, click the “More Tools” icon at the bottom (the icon is a wrench with a plus sign). There you can scroll through all of the optional Acrobat Tools that you may use - click “Add” underneath “Accessibility” to add the checker to your Toolbar.
  3. After you click the Accessibility icon, select “Accessibility Check” which opens a dialogue pop-up box. Click “Start Checking” on the bottom. Any accessibility issues will be flagged and listed on the left. **Remedy all outstanding accessibility issues before making the new application available to students.**