**R. Gonzalez Management Inc., (RGM)**

Student Financial Aid Services Phone No. (323) 730-8700

3560 S. La Cienega Blvd., Suite G Fax No. (323) 730-8701

Los Angeles, CA 90016-4400 Web Page <http://www.rgmsms.com>

**RGM MEMO**

DATE: February 8, 2016

TO: School Owners and School Staff

RE: Release of 2014-2015 Net Price Calculator Template

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Department recently released the 2014-2015 Net Price Calculator Template for you to upload on to your school website. This is one of the required consumer disclosures your institution must have on their website.

Here is the link to the Net Price Calculator Information Center website for you to copy and paste to your browser. <http://nces.ed.gov/ipeds/Section/Net_price_calculator#Template>

You will find the information very helpful because it outlines all the requirements for the NPC along with frequently asked Questions and Answers. It also contains a couple of links for you to download the Quick Start Guide which contains step by step instructions to fill out the template.

Please read the Quick Start Guide before completing the template. Here is the link for you to copy and paste to your browser. <http://nces.ed.gov/ipeds/netpricecalculator/download/QuickStart.pdf>

In the RGM Web System, we have a report for your school to use which contains all the necessary information you need to fill out the template.

Go to ANNUAL REPORTS under ADMINISTRATION, Transaction 1036.

Select Net Price Calculator Report from the drop down menu.

Don’t change the Defaulted reporting dates 09-01-2014 to 08-31-2015 that appear on the criteria.

Click Generate.

The report will populate with all the information you need to fill out the template.

Thank you,

Rafael