SPECIAL PROGRAM GUIDELINES

The local campus is responsible for reviewing the economic eligibility of all entering Special Programs (SEEK/CD/Bilingual) students. A first-time freshman can be permitted to register as a Special Programs student prior to the documentation of his/her economic eligibility, but cannot receive Special Programs funds until eligibility is confirmed. Special Programs economic eligibility criteria apply only at the time of admission as a first-time freshman to a Special Program. Once admitted to a Special Program, a student may continue to receive special programs supportive services in subsequent years as needed, regardless of changes in the family’s income. However, to receive and continue to receive special program funding, students must submit a FAFSA and a NYS TAP application to the appropriate processors each year. A student’s economic status will be reviewed by need analysis each year and appropriate adjustments made in the financial aid package. Information about special programs management in CUNYfirst is not contained in this chapter but is available separately.

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Economic Eligibility Criteria for Entering Freshmen

For purposes of determining eligibility for Special Programs funding, a student’s dependency status must be determined according to the federal definition. The term independent, when used with respect to a student, means any individual who:

- was born before January 1, 1991
- is married as of the current date (separated, but not divorced)
- is a veteran of the U.S. Armed Forces or currently serving on active duty
- is working on a master’s/doctorate program or graduate certificate
- has children who will receive more than half of their support from them between July 1, 2014 and June 30, 2015
- has dependents (other than children or spouse) who will live with and receive more than half of their support from them now and through June 30, 2015
- at any time since turning age 13, had parents who were both deceased, was in foster care or was a dependent or ward of the court
- is an emancipated minor or in legal guardianship as determined by a court in the student’s state of legal residence
- at any time on or after July 1, 2013, the student’s high school or school district homeless liaison determined that the student was an unaccompanied youth who was homeless
- at any time on or after July 1, 2013, the director of an emergency shelter or transitional housing program funded by the U. S. Department of Housing and Urban Development determined that the student was an unaccompanied youth who was homeless
- at any time on or after July 1, 2013, the director of a runaway or homeless youth basic center or transitional living program determined that the student was an unaccompanied youth who was homeless or self-supporting and at risk of being homeless.

A student is considered economically disadvantaged if he or she is a member of a household whose total annual income falls within the limits indicated on the economic guidelines chart on the next page. All economic eligibility criteria apply to the calendar year prior to the academic year of first entry to college. For 2014-15, it is the 2013 calendar year.
Economic Guidelines Chart
The economic eligibility criteria for Equal Opportunity Programs in New York State, including SEEK and College Discovery, are 185% of the poverty level. For students first entering college between July 1, 2014 and June 30, 2015:

<table>
<thead>
<tr>
<th>Number of members in Household (including head of household)</th>
<th>Total Annual Income¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,590</td>
</tr>
<tr>
<td>2</td>
<td>$29,901</td>
</tr>
<tr>
<td>3</td>
<td>$36,612</td>
</tr>
<tr>
<td>4</td>
<td>$44,123</td>
</tr>
<tr>
<td>5</td>
<td>$51,634</td>
</tr>
<tr>
<td>6</td>
<td>$59,145</td>
</tr>
<tr>
<td>7</td>
<td>$66,656</td>
</tr>
</tbody>
</table>

For each additional household member in excess of 7, add $7,511.

Exceptions
Reference to the household income scale need not be made if the student falls into one of the following categories and documentation is available:

- The student’s family is the recipient of (1) Family Assistance Program Aid; or (2) Safety Net Assistance through the NYS Office of Temporary & Disability Assistance, or a county department of social services; or (3) family day-care payments through the NYS Office of Children & Family Services or a county department of social services; or
- The student is living with foster parents who do not provide support for college, and no monies are provided from the natural parents; or
- The student is a ward of the state or a county.

¹Total Annual Income means all taxable and nontaxable funds that are received by the household for general use. Such funds may be derived from sources such as wages, dividends, interest, Social Security, disability pensions, veterans benefits, and unemployment benefits. For purposes of determining Special Programs eligibility, total annual income is the total received, e.g., the line for “Total Income” on Federal tax returns (IRS forms 1040EZ, 1040A, and 1040) plus any other untaxed sources of income the family may have.

The following shall not constitute income: (1) Monies received specifically for educational purposes from sources such as veteran’s cost of education benefits, and education grants from the Office of Vocational Educational Services for Individuals with Disabilities (VESID); (2) Social services or public assistance payments received through the Family Assistance Program, or Safety Net Assistance Program and Family Day-Care Payments.

The family income figures apply to the applicant’s income only when he/she meets the federal definition of independent. The income of any independent student (and spouse) during the base year must meet the family income scale.
Fifteen Percent Variation

A maximum of 15 percent of the students admitted to Special Programs may come from a household whose income exceeds the scale listed in the economic guidelines chart when warranted by unusual and extenuating circumstances. Presence of these special circumstances could make a student economically disadvantaged in the professional judgment of the financial aid office. Documentation of these circumstances must be obtained and kept on file by the school at which such students are enrolled. In all cases, this documentation must include a statement from a disinterested, reliable third party, such as a member of the clergy, a legal representative or a social worker, who has direct knowledge of the student’s situation. Students enrolled into a special program under the 15 percent rule must be designated at the time initial eligibility for all Special Program students is determined.

Categories into which these variations may fall are limited to the following:

- Serious mismanagement of the household income with little of the funds accruing to the interest of the student. Serious mismanagement might be defined as use of a controlled substance by head of household, bankruptcy, or a history of gambling. For this category, the statement from the disinterested third party and financial aid counselor notes would be acceptable documentation.

- A one-time fluctuation in household income where there is a history of low income. Satisfactory evidence that a household’s income in the calendar year prior to the calendar year used for determining the student’s economic eligibility fell within the limits of the applicable household income scale shall be sufficient to establish the existence of a one-time fluctuation in household income, provided that there is satisfactory proof of a history of low income.

- Households with substantial long term, non-reimbursed medical obligations (such as maintenance of physically or mentally handicapped children). This may be documented by the appropriate medical bills or a statement from the facility if the family member is institutionalized.

- Families which must maintain two households, one for the wage earner and one for dependents, in order to maintain employment. Documentation required would be leases, utility bills for both residences and a statement from the employer attesting to the job location. In the above cases, all parental and student income must be reported on the FAFSA.

- Families where the EFC as computed from base year financial data by a United States Education Department approved need analysis system indicates no contribution other than the minimum expectation from student income for independent students or a zero parental contribution for dependent students.

If a college wishes to use the 15 percent rule to enroll a student in a special program, they should collect the required documentation, complete a 15 Percent Variation Request form [see p. 10-6 for sample] and submit it to the Director of CUNY’s Office of Special Programs.
TO: Dr. Shelly Ast  
Office of Special Programs

FROM: ____________________________________________

_________________________________________________

_________________________________________________

RE: Request to use Fifteen Percent Variation

DATE: ____________________________________________

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Economic Eligibility Documentation for Entering Freshmen

“The rules which establish what documentation is necessary to verify the economic eligibility for all State-funded opportunity program students are Section 27.1 and 27-2.1 of the Rules of the Board of Regents. These requirements must also be approved by the Director of the State Budget and all State-funded opportunity programs must follow them.” (Letter of February 12, 1997 from Douglas Mercado, Chief, Bureau of Higher Education Opportunity Programs/VATEA Scholarships, State Education Dept.)

The following shall be acceptable documentation of economic eligibility. It is required only to document the economic eligibility of the dependent student’s parents or the independent student/spouse:

**All Income, Earned Dividends, Interest, Pensions & Annuities**
A signed copy of the appropriate year’s Federal income tax return (IRS Form 1040, 1040A, or 1040EZ) with all schedules. When the original tax returns are unavailable, applicants may use IRS Form 4506T (Request for Transcript of Tax Return) to obtain a transcript of the tax return(s).

**Treatment of Federal Earned Income Credit**
“In determining the economic eligibility of new first-time students, the Federal earned income credit is not to be used for opportunity program students. It may be used in determining the economic need of opportunity students as long as it is done for all students.” (Letter of February 12, 1997 from Douglas Mercado, Chief, Bureau of Higher Education Opportunity Programs/VATEA Scholarships, State Education Dept.)

**No Income**
A copy of IRS Form 4506 which has been filed by the student or family with the Internal Revenue Service or an IRS Verification of Nonfiling Letter.

**Pension/Annuity/ Unemployment Benefits**
Letter from the applicable agency showing appropriate year’s total award (if not reported on IRS Forms 1040, 1040A, 1040EZ or 1099).

**Social Security, Supplemental Security Income or Veterans Administration Non-Educational Benefits**
Letter from the applicable agency showing appropriate year’s total award for each member of the household (including Medicare premiums) or IRS Form 1099 for each member of the household.

**Social Services Payments**
Verification from a branch of the State Office of Temporary and Disability Assistance, Office of Children and Family Services Assistance, or a county department of social services showing the year that benefits were received and the names of recipients.

**Child Support and/or Alimony**
A court order, affidavit or amounts reported on student’s Free Application for Federal Student Aid (FAFSA).
Additional Members in Household
Birth certificates, marriage certificates, third-party verification, or similar documentation (e.g., Medicaid card) along with proof of income or lack of income for each member.

Zero Household Contribution
The student’s need analysis output document, either the SAR or ISIR.

Eligibility for Receiving Special Programs Financial Assistance
To receive Special Programs financial Assistance, a student must do the following each academic year such assistance is requested:

- File a Free Application for Federal Student Aid (FAFSA) and a NYS TAP application by the deadline established by the student’s financial aid office.
- Be enrolled full-time.

Note: Special Programs students must begin attendance in each of the courses used to determine full-time enrollment each semester. If a student receives a WN grade in a course, that course must be excluded from the semester enrollment status calculation used to determine eligibility for special program funding. If, after receiving a disbursement of special programs funds, a student is found not to have met the semester enrollment status requirement due to WN grades, he or she loses eligibility for those funds and the ineligible payment(s) must be returned to the program.

Exceptions

- The Special Programs director may give written approval for a student to carry only those courses needed for graduation in the student’s last semester of enrollment, even if it is less than full-time.
- The Special Programs director may give prior written approval for a student to carry less than a full-time load due to extenuating circumstances that are documented in the Special Programs office.
- The Special Programs director may give written approval allowing a student to drop from full-time to 9 credit/contact hours provided the Special Programs counselor has deemed the action advisable and proper authorization is maintained in the Special Programs office under the student file.

Special Program guidelines specify “part-time status is granted for only one semester and extended only through a waiver . . .” Thus, students who are enrolled part-time for two or more semesters must receive a waiver if they are to maintain their SEEK/CD eligibility and remain in the Program. The waiver cannot be granted at the college level and must be given by the Executive Vice Chancellor for Academic Affairs or his/her designee.

The majority of part-time Special Program students fall into the following five categories:

1.) certified differently-abled students whose mandated accommodation(s) include a reduced course load;
2.) graduating seniors requiring fewer than 12 credits to complete their degrees;
3.) students on probation who are required to attend part-time;
4.) students who have not met the basic skills requirements and are consequently required to take a reduced course load; and
5.) students pursuing a major that has restrictions on the course load.
As a means of facilitating the waiver request process for these five groups of students, the Office of Special Programs has developed a Student Part-Time Enrollment Report which must be submitted to OSP electronically each semester. The Report requires that each campus list the students who are in attendance part-time for a second semester or more, complete all of the requested information for each student, and check the appropriate column indicating the reason for the part-time enrollment.

After reviewing the Report, OSP will approve the waivers and return them to the respective campuses for inclusion in the students’ files. A decision to give the student Special Programs funds for the semester, if economically eligible, will rest with the SEEK or College Discovery Director.

For students seeking a waiver for a second (or more) part-time semester for reasons other than the five listed above, Directors must complete the following Request for Additional Part-Time Semester Enrollment for SEEK/CD Student form. The nature of the reasons should be stated in general terms thereby protecting the students’ privacy. The request will be reviewed by the Office of Special Programs and a decision made to either grant or deny the waiver. No waiver will be denied without consultation with the Director. Once a decision is made, a written response will be sent to the Director.

Note that the part-time waiver policy and procedure applies to students who enroll part-time at the beginning of the semester; it does not apply to students who enroll full-time and later drop classes thereby becoming part-time.
REQUEST FOR ADDITIONAL PART-TIME SEMESTER ENROLLMENT FOR SEEK/CD STUDENT

All requests should be sent to Dr. Shelley Ast, Director, Office of Special Programs, 535 East 80th Street, New York N.Y. 10021. A copy of the student's transcript(s) MUST be attached.

Please print all information:

Submitted by: 

Director’s Name ___________________________ College ___________________________ Date __________

Student Name: ___________________________ ___________________________

Last Name ___________________________ First Name ___________________________

Social Security #: ___________________________ Student’s Date of Admission: __________ month / year

Semester for which part-time status is requested: ___________________________

Please indicate the total number of semesters for which the student has been enrolled in your SEEK/CD Program (not counting the semester in question):

Part-time semesters: _______ Full-time semesters: _______

Student is Enrolled in (check one):

Associates Degree Program: _______ Bachelors Degree Program: _______

Academic Status (check one): Good Standing _______ Probation _______

Student Major/Academic Curriculum Area: ___________________________

Total Credits Earned To Date: _______ GPA: _______

For each part-time semester the student was enrolled in previously, please indicate whether a waiver was received from the Office of Special Programs and the reason(s) why the student was enrolled part-time.

(1).

Date of Part-Time Semester Waiver Received?

Reason for part-time enrollment

(2).

Date of Part-Time Semester Waiver Received?

Reason for part-time enrollment

(over)
PROGRAM DIRECTOR’S STATEMENT OF PART-TIME ENROLLMENT REQUEST:

Please indicate fully the reason(s) why the student should be enrolled part-time during the stated semester (be specific):

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Additional Comments:

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Program Director’s Signature: Date:
Special Programs on the FAP System

Special Programs Coordinators have several options on how they want their students handled on FAP. In order to deal with the differing needs of the colleges, several fields exist on FAP to identify the status of Special Programs students with regards to their eligibility, both academic and economic.

Incoming Freshmen

There are three fields/flags on FAP that can indicate the status of a prospective Special Programs student:

**CXSPCL**

This field will be initially set to Special Programs (C/S/B) for students allocated as Special Programs on the CAS (entering student admissions) file. (X = CUNY Fall or Spring)

**CSPCLCAS**

This flag will be set by reading the CAS file and will indicate that student was allocated to Special Programs on CAS file. This flag can’t be changed by college.

**CSPCLIV**

This flag will indicate whether a student’s income was verified for Special Programs. It will initially default to ‘N’ and must be changed to ‘Y’ when the college verifies the family/student income. Change to ‘I’ if student is ineligible for Special Programs.

Packaging Guidelines: Colleges have three possibilities for packaging their prospective Special Programs students:

1. Package all students who show CXSPCL as SEEK/CD/Bilingual students for Summer, Fall or Spring;
2. Package all students as regular whether CXSPCL is set to Special Programs or not;
3. Package only those students whose income verification flag has been set to ‘Y’.

Even if a college selects option #1 or #2, all students whose CSPCLIV flag is set to ‘Y’ will be packaged with Special Programs funds. Field must be set to ‘I’ if student is ineligible.

NOTE: If student is income verified and found to be income ineligible for Special Programs, the college should remove CXSPCL so the student can be packaged as a regular student.

Continuing Students

When the FAP file is rolled over at the beginning of the processing year, all students coded CXSPCL are rolled over as Special Programs students. If a student remains eligible for Special Programs, the college does not have to do anything to have that student packaged with Special Programs funds. If student is ineligible for any semester, the college should remove the Special Programs code for that term.
In the case that a Special Programs student is no longer eligible to receive Special Programs funding:

**CSPCLNE**  This flag allows the college to indicate that the student is no longer eligible for Special Programs funds. Setting it to ‘N’ will override CXSPCL field.

**Part-time Students**
If a part-time student is eligible to receive Special Programs funds FAP must be updated. CXSPOVR will be set to ‘N’ and the field must be changed to ‘Y’ for the semester(s) the student is eligible.

**Remedial or Enrichment Program Students**
Students attending a college’s Remedial or Enrichment Program are eligible to receive book funds and a weekly stipend. Students must have been economically certified SEEK, CD or Bilingual eligible and have the above status flags properly coded.

Other FAP fields must be updated:

- **NSUMSP** set to Y
- **NUSP#WK** set to number of week student is in program
- **CUCOL** set to college code
- Student is packaged with Special Programs $

A form has been developed by OSFA for colleges to use to indicate which option they prefer to use for their students. This form must be filed by the Financial Aid Director any time a change in the handling of their students is desired. Otherwise, the computer system continues to handle Special Programs students in the same manner each year.
Special Programs Packaging Request Form
2014-2015

Incoming Freshmen

Packaging Guidelines:

SELECT ONE OF THE FOLLOWING OPTIONS:

_____  1 - Package all students who show CXSPCL as SEEK/CD/Bilingual students;

_____  2 - Package all students as regular whether CXSPCL is set to Special Programs or
         not;

_____  3 - Package only those students whose income verification flag has been set to ‘Y’.

*Note: Even if a college selects option #1 or #2, all students whose CSPCLIV flag is set to ‘Y’
will get packaged.*

Letter Production:

UAPC will run Special Programs students’ letters separately and colleges can decide when to
send them to students.

Please discuss this with your Special Programs Coordinator, then sign and date this form
and FAX it to Alice Murphey at (646) 664-2952.

______________________________
Director of Financial Aid

______________________________
College

______________________________
Date
Books, Fee/Stipend Payment System
To be eligible for summer stipends, books, and fees, a student must file a FAFSA and a NYS TAP application by the deadline date established by the University/College.

For 2014-2015, the maximum amount given to students for books and supplies shall be separately determined for the regular academic year and for summer session attendance. Based on available funding, these amounts may be less than the amount built into the student budget in Chapter 6. The book allowance is reviewed yearly for adjustment contingent on availability of funds. Book funds and fee credits are usually generated by the first stipend payment of the term. Back payments will be allowed throughout the term. However, for the summer session, only back payments for books and fees will be permitted. All books, fees, and stipend payments must be processed and accounted for through the CUNY Student Financial Aid System (SFA).

Period of Student Funding Eligibility
- Two/Four-year degree program: A SEEK student is allowed ten (10) semesters and CD/Bilingual students six (6) semesters, or the equivalent, of opportunity program eligibility. In addition, all special program students are allowed one Immersion and two regular summer semesters.
- Five-year baccalaureate program: A student is allowed twelve (12) semesters, or equivalent, of opportunity program eligibility if enrolled in a registered five-year baccalaureate program.
- When a Special Programs student has not been a STAP recipient but will be graduating upon the completion of the 11th semester (for SEEK) or the 7th semester (for CD/Bilingual), that student would be eligible for an additional semester of Special Programs financial aid support (SEEK the 11th semester – CD/Bilingual the 7th semester). See TAP/STAP eligibility below.
- Requests for exemptions for individuals who do not fall into the first 3 categories should be submitted to the University Office of Special Programs for consideration. Special Program directors are required to maintain records for all exemptions given to students.

The maximum length of time for a leave of absence shall not exceed three (3) consecutive semesters. Where special circumstances warrant, requests for exceptions along with appropriate justification shall be transmitted by the College Special Programs Director to the University Office of Special Programs for appropriate approval.

TAP Eligibility
Special Programs students admitted Fall 1995 and later are eligible for up to 10 semesters TAP but must have a 2.0 GPA after receiving 4 semesters of TAP in order to receive subsequent TAP payments.
Calculation of Semester of Eligibility
A student will use one semester of Special Programs eligibility every time he or she registers as a full-time student. To calculate the number of semesters used by students who were required to register part-time (e.g. those on academic probation or for whom part-time status was approved for exceptional reasons), add up the total number of credits or equated credits taken while enrolled on a part-time basis and divide it by fifteen.

Eligibility for Non-Citizens
There are no citizenship requirements for Special Programs eligibility and therefore citizenship or immigration status does not have to be documented for Special Programs eligibility determination. However, students must demonstrate one year’s residency in New York State for SEEK and one year’s residency in New York City for the College Discovery and Bilingual programs. Residency in New York State follows the guidelines for the TAP program (see Chapter 15). Students must have an immigration status that indicates that they will remain in the U.S. Students in diplomatic visa categories or student visa categories (J-1, F-1) are not eligible for Special Programs.

Undocumented students are not be eligible for Special Programs financial aid funding (see copy of letter from University Associate Dean of Special Programs on p. 10-18).

Continued Eligibility
Special Programs students are not required to submit financial aid applications for continued Special Programs eligibility. However, a student must file a FAFSA each year they desire special program funding.

Transfer Students
All students transferring colleges either within CUNY or from outside CUNY must have a completed Special Programs transfer request form (see page 10-14) included with their CUNY transfer application.

The college Financial Aid Office is responsible for:
- Collecting a completed and signed Special Programs transfer form from the student’s original college to determine a transfer student’s eligibility for Special Programs.
- Verifying loan default or grant repayment status on NSLDS for non-CUNY transfers. Students in default of Title IV funds or who owe a repayment of a Title IV grant are not eligible to receive any Title IV aid and are not eligible to transfer within Special Programs until all delinquent accounts are cleared. Reliance will be placed on NSLDS data to determine overpayment and default status.

The Program Director and Counselor are to assist the student to ensure timely verification of student eligibility and certification of transfer. They are to make certain that the student’s transfer application (ASTA) includes the “Special Programs (SEEK, College Discovery and BiLingual) Transfer Request Form.”
Pre-Freshman Summer Experience

Students provisionally admitted as freshmen into the SEEK, College Discovery (CD) or Bilingual Program who fail one or more of the University Skills Assessment Tests in Reading, Writing, and Mathematics are required to attend the college’s Remedial Program [previously University Skills Immersion Program (USIP)] in the summer session prior to their fall semester enrollment. Students who are required to, but do not, attend the summer session are not eligible for SEEK/CD/Bilingual admission in the fall semester.

The SEEK/CD/Bilingual component of the Remedial Program includes basic skills courses in reading, writing, mathematics, or English-as-a-Second Language, along with tutoring and counseling services. There is no tuition charge for these summer remedial courses. All economically certified SEEK, CD, or Bilingual freshmen who attend the summer Remedial Program receive student financial aid in the form a weekly stipend. Book money will be paid directly to the program. Stipends are provided to support student participation in this summer pre-college program prior to the student’s first semester of attendance and as such should not count toward meeting the academic year COA.

Upon arrival, students allocated to SEEK/CD/Bilingual who cannot attend the remedial program at their home campus, may attend one of the following programs as an alternative:
- another campus Remedial Program;
- one of the University Language Immersion Programs;
- the University COPE Orientation Program (for students on public assistance); or
- their high school summer school, if the student must complete a high school requirement in order to graduate.

Students who are not required to attend the summer remedial program may be offered a Summer Enrichment Program. These students will also be eligible for the stipend and book monies.
# CUNY SPECIAL PROGRAMS TRANSFER REQUEST FORM

**Student's Name**

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<th>Last</th>
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<th>Middle</th>
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**Address**

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**Tel:**

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<tr>
<th>Home</th>
<th>Cell</th>
<th>SS#</th>
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(Sections below are to filled out by college/program officials)

**Current College**

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<tr>
<th>SEEK</th>
<th>CD</th>
<th>HEOP/EOP</th>
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</table>

**Original College (if different)**

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<th>SEEK</th>
<th>CD</th>
<th>HEOP/EOP</th>
</tr>
</thead>
</table>

**Requesting Transfer to**

<table>
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<tr>
<th>SEEK</th>
<th>CD</th>
<th>HEOP/EOP</th>
</tr>
</thead>
</table>

**For Term:**

- Fall 20_ □
- Spring 20_ □
- Currently enrolled? Yes □ No □
- Last Semester Attended □

**Number of Semesters of Opportunity Programs completed as of transfer**

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<thead>
<tr>
<th>Current CUM GPA</th>
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## COUNSELOR'S STATEMENT

**Student has/will receive Associates Degree:**

- Yes □
- No □
- N/A □

**Reason Student is requesting transfer:**

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**Counselor's Signature**

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<th>Date</th>
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## ACADEMIC ELIGIBILITY

The above student met the entering freshman academic criteria for opportunity program eligibility at the time he/she entered the college. This documentation is on file. □

This is not the student's original college. □

**Admissions Officer's Signature**

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<th>Title</th>
<th>Date</th>
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</table>

## ECONOMIC ELIGIBILITY

The above student met the entering freshman economic criteria for the opportunity eligibility at the time he/she entered this college. This documentation is on file. □

This is not the student's original college. □

**Financial Aid Officer’s Signature**

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<th>Title</th>
<th>Date</th>
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## DIRECTOR’S RECOMMENDATION

Student is no longer eligible for SEEK/College Discovery program services. □

Student is eligible for opportunity program transfer and I recommend approval of the transfer request. □

Student is eligible for opportunity program transfer and I DO NOT recommend approval of the transfer request for the following reason(s):

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**Director’s Signature**

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* Please attach unofficial transcript and, where applicable, a copy of the transfer request form from the original admitting institution.*

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**SPECIAL PROGRAM GUIDELINES 10-18**
Dear [Name],

I am writing to inform you of a change in your SEEK/College Discovery (CD) financial aid funding effective with the Fall 2009 semester.

The General Counsel’s Office of the City University of New York has recently advised us that federal law prohibits undocumented SEEK and College Discovery (CD) students from receiving Special Programs financial aid funding (student fees, book stipend and summer stipend). Accordingly, you will not be eligible for this funding after the current academic year. This change will not affect any non-monetary services that the SEEK/CD Program offers you, such as counseling and academic support/tutoring.

For the Spring 2009 semester, your allocation for books and fees will be available. This change affects you and any newly admitted undocumented students in the Fall 2009 semester and thereafter. If you are not an undocumented student, you should discuss your status with your college’s Financial Aid office to ensure that this change is not implemented in your case.

If you have any questions please consult the financial aid office at your campus. I wish you continued success in your studies.

Sincerely,

Cheryl N. Williams
University Associate Dean of Special Programs

C: Shelley Ast, University Director of Special Programs
SEEK and College Discovery Directors
Financial Aid Directors
SEEK and CD Financial Aid Coordinators
OSFA

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