The Higher Education Services Corporation (HESC) is the agency that administers New York State's educational grant, loan and scholarship programs to undergraduate and graduate students at institutions of post-secondary education.

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General Eligibility Criteria (Applicable to all NYS Award Programs)

Citizenship
To be eligible for any New York State award, a student must meet one of the citizenship requirements for the Federal Student Aid programs. For more information about FSA citizenship requirements, refer to Chapters 2 & 3 of this manual.

New York State Residency
A student must meet New York State residency requirements to be eligible for NYS-sponsored scholarships and awards.

Legal Residence
To satisfy the residency requirement, the student must be a legal resident of New York State. This means that the student is currently living in New York State and intends to make New York his or her permanent home. A person must have established a domicile or permanent place of abode within NYS to be considered a legal resident of the state. Living in NYS for the sole purpose of attending a post-secondary institution does not, by itself, establish legal residence.

Duration of Residency
A student must be one of the following to be eligible for NYS awards:

- a legal resident of New York State for at least one year (12 months) preceding the first day of classes of the term for which an award is requested;
- an undergraduate student who is a legal resident at the time of application and was a legal resident for the last two semesters of high school regardless of any intervening time spent outside New York;
- a graduate student who is a legal resident at the time of application and was a legal resident for the last two terms of undergraduate study, regardless of any intervening time spent outside New York;
- a veteran or former National Service Volunteer who was a legal resident upon entry into the service and who re-established legal residence within 6 months of release from active duty, regardless of the amount of time spent outside New York.

Legal Residence of Dependent Students
The legal residence of a financially dependent student is presumed to be that of the parents. If the parents are separated or divorced, the legal residence of the custodial parent (or the parent who would have been awarded custody if the student was still a minor) is presumed to be the legal residence of the student. If the parents live out of state, the student is presumed to live out of state. A student may petition HESC for recognition of residence separate from either or both parents if circumstances warrant.

Loss of Residency
New York State residency is lost when the student (or the parents of a financially dependent student) discontinues permanent legal residence in the state. Assistance will be stopped for any term beginning after the residence changed.
Disputed Residency
HESC provides a Residency Questionnaire to any student whose residency it is questioning or to students who have been denied an award on the grounds of residency without completing the questionnaire. HESC will review the completed questionnaire before making a final determination.

Institutional Responsibility
The school should take into account any information it has that reflects on a student's New York State residency. A diploma from a non-NYS high school, or an out of state address for parents or for billing purposes, would reflect negatively on a student’s claim of NYS residency. In these cases, the school must review and document the eligibility for NYS awards for any student whose residency is questionable. In cases that cannot be resolved by the college, the institution should request that HESC send a Residency Questionnaire to the student and wait for the student's residency to be resolved before proceeding with any certification activity.

Title IV Eligibility
To be eligible for payment of TAP awards, students must attend an institution that is Title IV eligible. Schools whose Title IV participation is revoked by the U.S. Dept. of Education will lose TAP eligibility as well.

Approved Program of Study
To be eligible for a state award, a student must be enrolled in an approved program of study. Approved programs of study are those leading to a degree, or to a diploma or certificate fully creditable to a degree. An approved program is one registered by the New York State Education Department, or where applicable, the New York State Department of Health, as of the start of the term for which assistance is sought. Each academic department sets specific course requirements for each approved program and these are set forth in the college's catalog. The institution must offer and the student must follow the program consistent with how it was approved. Student petitions for exceptions to or waivers of program requirements must be fully documented. Schools must also be aware of when a particular program approval is due to expire and not certify students beginning study in that program after the expiration date unless written arrangements have been made with SED to have the program approval renewed or extended.

Matriculated Status
A student must have matriculated status to be eligible for a state sponsored grant or scholarship. A student in a two-year program must also declare a major by the beginning of the sophomore year; a student in a baccalaureate program must declare a major by the beginning of the junior year. Any student enrolled in one of the two special programs for the economically or educationally disadvantaged, College Discovery or SEEK, are considered to be matriculated by virtue of their acceptance into the program.
Full-time Status

With the exception of awards made for accelerated summer study, PTAP awards, and awards made though the APTS or Vietnam/Persian Gulf Veteran Tuition Assistance Programs, a student must be in full-time status to be eligible for a state-sponsored grant or scholarship.

Definition of Full-time Status

Full-time status is defined as enrollment for at least 12 semester hours of matriculated credit for a term of at least 15 weeks, including exam periods, or the equivalent. Credit equivalent units may include independent study, practice teaching, graduate assistantship, thesis or dissertation research, etc. These equivalent activities must be required as an integral part of the students program of study. "Matriculated credit" means that courses may be counted toward the full-time status requirement only if they are creditable towards the student's degree. Electives are acceptable when taken in accordance with published degree requirements. A student may take courses not applicable to the degree in a given semester as long as the course work is above the minimum full-time requirement of 12 credits.

Remedial Courses

For payment purposes, remedial courses may be counted toward the full-time enrollment requirement. However, the student must also be registered for at least 3 degree credits in the first term for which payment is sought and at least 6 degree credits for every term thereafter.

Repeated Courses

Courses in which the student has already received a passing grade cannot be included in meeting the minimum full-time study requirement for state-sponsored financial aid. Repeated courses may be counted toward full-time study if a student repeats a failed course, repeats a course for which additional credit is allowed, or has received a passing grade that is unacceptable in a particular curriculum. A student may repeat any previously passed course in a given semester as long as the course work is above the minimum full-time requirement of 12 credits. A transfer student may repeat a course taken at a prior college if the grade received at the prior college is too low to permit the student to be admitted to a particular major at the transfer college.

Time of Assessment

Students may achieve full-time status if they register for a sufficient number of credits as of or between the first day of classes and the certification status date (usually at the end of the add/drop period) and incur a tuition liability for each of the courses constituting the full-time study requirement. A student who drops below full-time after achieving "full-time status" for the current semester will not lose their award for that term. However, the student may face losing eligibility in a subsequent semester if he or she does not meet the program pursuit or academic progress requirements.
Students Who Fail to Attend
While schools are expected to make a good faith effort to ensure that students who never actually attend are not certified for awards, HESC will allow the certification of students who register for a sufficient number of credits and incur a full tuition liability but fail to attend classes. However, the school should be able to demonstrate that through its normal practices and procedures it was unaware that the student never attended; there was no refund or forfeit of other financial aid funds for non-attendance; and that it has made arrangements to collect full tuition liability for that term.

CUNY collects Commencement of Attendance rosters to record for Title IV purposes whether or not a student actually begins attendance in the classes in which he or she has enrolled. Therefore, if a student receives a WN grade in a course, that course cannot be used to determine enrollment for TAP and other State awards.

Students Not Charged Full-Time Tuition
If an activity is considered integral to the student's program of study and contributes to the student's full-time enrollment, but no tuition is charged for the activity, the student is exempt from the requirement of having a tuition liability for each of the full-time credits. However, such awards cannot exceed the actual tuition liability.

Medical/Health Waiver
If satisfactory medical evidence can be provided that substantiates a health or medical condition that absolutely prevents a student from engaging in full-time study, the student may combine two or more terms at less than full-time into one regular term of full-time study. Situations like these require the institution to review and document the student's medical condition, monitor the terms in which the student attended less than full-time, and then certify the student's eligibility for an award in the semester during the term when the student has accumulated enough credits for a full-time award.

Students With Disabilities
Students who are disabled, as defined by the 1990 Americans With Disabilities Act (ADA), do not have to attend school full-time to be eligible for TAP awards. These students are eligible for a partial TAP award if they are attending part-time (at least three credits per semester or the equivalent). The student must meet all other TAP eligibility requirements and the College must be able to document that the student is disabled as defined by the ADA.

High School Graduation Requirement
All recipients of NYS awards must have graduated from high school, have a GED or other equivalent of a high school certificate, or have received a passing score on a federally approved ability-to-benefit (ATB) test.
Students must have a U.S. high school diploma or recognized equivalent (i.e., GED or home school documentation). Students who do not have these credentials must attain a passing score on all three parts of the ACT COMPASS exam.

Students must take and pass the COMPASS exam within the institution’s add/drop period or within 30 days of the first day of classes, whichever is earlier, to be eligible for a NYS award. In some rare and exceptional circumstances, a student may be allowed to take and pass the exam up to 30 days after the add/drop period or 60 days after the first day of classes if the school has been unable to identify the student until later in the term. Students must be notified in writing, prior to the beginning of classes, of their potential liability if they fail to pass the ATB exam and become ineligible for NYS awards.

On January 18, 2012, the U.S. Department of Education issued a Dear Colleague Letter (GEN-12-01) that provided information on recent changes made to Title IV student aid programs under the U.S. Department of Education Appropriations Act, 2012 (Title III of Division F of the Consolidated Appropriations Act, 2012 - Public Law 112-74). Among other changes contained in the Act, students who first enroll in a program of study on or after July 1, 2012 and who do not have a high school diploma or a recognized equivalent, or who do not meet prescribed home school requirements would no longer be eligible to receive Title IV student aid. Students who do not possess a high school diploma or a recognized equivalent but were enrolled in a Title IV eligible program prior to July 1, 2012 would continue to qualify for Title IV student aid under one of the ability-to-benefit (ATB) alternatives.

NYS Education Law (Section 661(4)(e)) allows students first receiving TAP in 2007-08 and thereafter to receive TAP if they have received a passing score on a federally approved ATB test and which has been identified by the Regents to satisfy certain requirements. The elimination of the ability-to-benefit (ATB) alternatives to a high school diploma is for purposes of determining Federal student aid (Title IV) eligibility only. The change does not withdraw the existing federal approval of those tests nor does it eliminate federally approved ATB tests for the purposes of admissions. Consequently, there is no current impact on student eligibility for the Tuition Assistance Program (TAP).

**Good Academic Standing**

To receive payment under state grant or scholarship programs, a student must maintain good academic standing. Good academic standing, as defined for purposes of determining state aid eligibility, consists of two components which are discussed fully in Chapter 5 of this manual:

- **Program Pursuit** – completing a certain percentage of course work each term for which state aid is received; and
- **Satisfactory Academic Progress** – accumulating a specific number of credits and achieving a specified cumulative GPA each term.
C Average Requirement
Students who have received the equivalent of two or more full years of NYS student financial aid payments [24 or more payment points] must have a cumulative C (2.0) GPA to be eligible for continued State-supported assistance. [See Chapter 5 of this manual for more information.]

Minimum Tuition
To qualify for a tuition-based NYS award, the student must incur a liability of at least $200 per academic year pro-rated by term. There is no other minimum tuition requirement for any other grant or scholarship program HESC administers.

Student Loan Default
A student who is in an unresolved default status on any state or federal educational loan is not eligible for any state-sponsored grant or scholarship, regardless of guarantor.

Determining Default Status
HESC tracks the repayment status of the loans it administers and determines default status. HESC will also track the default status of federal educational loans guaranteed by organizations other than HESC. A loan is considered to be in default unless the student has cleared the default by paying the loan in full, bringing the payment current, establishing satisfactory repayment status or having the debt discharged.

Clearing Default Status
Students must clear a loan default by May 1st of the award year in order to receive an award for any term of that award year. HESC will reprocess the payment applications of any student denied an award previously because of a loan default who clears the default by the May 1st deadline.

Renewed Eligibility for Financial Aid (REFA)
HESC will restore eligibility for state award programs to a student in default if he or she meets the conditions for establishing satisfactory repayment by making six consecutive monthly voluntary payments. Once state aid is restored, students must continue to make regular scheduled monthly payments. Students approved for an award through REFA who fail to continue making scheduled monthly payments lose their eligibility for further state awards. Students with HESC loan repayment issues may contact the HESC Loan Examining Unit at (518) 473-1688.

Out of State Study
A CUNY student may receive payment of a state-sponsored grant of scholarship for out-of-state study only if the following conditions exist:

- The student us required to pay all tuition and instructional fees for foreign (or out-of-state) study to the approved unit of CUNY;
- The off-campus study program must be an integral part of the CUNY curriculum and tuition must be payable to and received by CUNY in the same way tuition is charged for any other CUNY program; and
- All credits taken at the foreign (or out-of-state) school must be accepted towards the student’s degree at CUNY.
HESC School Services Toll-Free Phone Number
HESC’s college administrator access number: 1-866-431-HESC (1-866-431-4372) brings administrators to a customer service portal with a voice response system menu. This phone number is designed specifically for administrator use and is not intended to be used by students. Students should use 1-888-NYS-HESC (1-888-697-4372).

PROGRAM DESCRIPTIONS
HESC administers both state and federally funded student financial aid programs for undergraduate and graduate students. Some programs, like TAP, are administered solely by HESC; others may be administered jointly with other state agencies. Administrators are encouraged to examine the HESC fact sheets for each program at: http://www.hesc.ny.gov/content.nsf

Tuition Assistance Program (TAP)
The Tuition Assistance Program (TAP) helps eligible New York residents attending in-state postsecondary institutions pay tuition. Depending on the academic year in which the student began study, and the specific CUNY college the student attends, annual TAP awards at CUNY can be as much as 100% tuition, barring other budgetary limitations imposed by NYS.

Eligibility Criteria
To be eligible for TAP at CUNY, a student must:
- meet one of the U.S. citizenship requirements;
- be a legal resident of New York State;
- be matriculated in an approved program of study;
- enroll as a full-time student;
- be in good academic standing;
- have at least a cumulative C average after two annual payments;
- be charged tuition of at least $200 per academic year;
- not have a statutory state or federal educational loan from any guarantor in an unresolved default status;
- not exceed the income limitations set for the program;
- must have graduated from high school, have a GED or other equivalent of a high school certificate or have attained a passing score on a federally approved ability-to-benefit test (applies to first-time award recipients from academic year 1996-97 to academic year 2006-07);
- must have a high school diploma or recognized equivalent from a recognized school within the U.S. or attain a passing score on a federally approved & Commissioner of Education administered ability-to-benefit test (applies to 1st-time recipients in the 2006-07 academic year and thereafter);
- must have a high school diploma or recognized equivalent from a recognized school within the U.S. or attain a passing score on a federally approved, Board of Regents chosen & Commissioner of Education administered ability-to-benefit test (applies to 1st-time recipients in the 2007-08 academic year and thereafter).
### Duration of Awards

### Payment Points and Eligibility

Undergraduate students enrolled in 4 year programs may receive up to the equivalent of 8 semesters of TAP assistance for full-time study; up to 10 semesters in an approved program; no more than 6 semesters if enrolled in a 2-year program. TAP awards are no longer available to graduate students.

HESC monitors the usage of NYS awards by assigning payment points for each award a student receives: 6 points for a full-time semester payment; 3 points for a half-time accelerated study summer payment; and 3 points for an APTS payment. PTAP usage is measured as a proportional fraction of a full-time semester TAP payment (e.g., a 7 semester credit PTAP award = 3.5 payment points; a 10 semester credit PTAP award = 5 payment points). A student is allowed a total of 48 undergraduate points in combined TAP/APTS and other state-sponsored program assistance (60 for approved 5-year programs).

### Award Calculation

Awards are calculated as an annual entitlement based on New York State taxable income for the preceding tax year, and are pro-rated and paid on a term basis. Award amounts cannot exceed the statutory maximum or 100% of tuition, whichever is less. HESC calculates the actual amount of a student's award using formulas from the TAP award schedules at the end of this chapter.

### CUNY Undergraduate Students

#### A. Dependent Students or Independent Students Who Have Tax Dependents

<table>
<thead>
<tr>
<th>First Year Award Received</th>
<th>Award Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-2001 and thereafter</td>
<td>$500 - $5,000*</td>
</tr>
<tr>
<td>All years prior to 1994-95</td>
<td>$500 - $3,575</td>
</tr>
</tbody>
</table>

*The maximum TAP award for students enrolled in 2-year degree programs is capped at $4000.

#### B. Independent Students Who Are Single With No Tax Dependents

<table>
<thead>
<tr>
<th>First Year Award Received</th>
<th>Award Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>All years since 1994-95</td>
<td>$500 - $3,025</td>
</tr>
<tr>
<td>1992-93, 1993-94</td>
<td>$500 - $2,575</td>
</tr>
<tr>
<td>All years prior to 1992-93</td>
<td>$500 - $2,450</td>
</tr>
</tbody>
</table>
C. Independent Students Who Are Married With No Tax Dependents

<table>
<thead>
<tr>
<th>First Year Award Received</th>
<th>Award Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>All years</td>
<td>$500 - $3,025</td>
</tr>
</tbody>
</table>

CUNY Graduate Students
TAP for graduate students has been eliminated.

Income Limits
- Dependent Undergraduate Students or Students Who Are Married or Have Tax Dependents - $80,000 NYS Net Taxable Income.
- Single Independent Undergraduate Students With No Dependents - $10,000 NYS Net Taxable Income

Income from New York State, Federal and local government pensions must be included for the purposes of calculating the TAP award, consistent with the requirement for reporting private pension income.

Other Factors Affecting Award Calculation
- other family members enrolled in post-secondary institutions;
- other educational benefits received;
- financial independence;
- level of study;
- whether the student attends a community or senior college;
- academic year in which 1st payment of state awards are received.

Changes in Award Amount During a TAP-Supported Semester
A student's award may change for any one of the following reasons:
- Total net taxable income verified by HESC is greater or lesser than that originally reported on the application resulting in an award change, or the attendance of other family members in post-secondary education as reported on the application cannot be verified by HESC;
- Student loses state-aid eligibility during a TAP-supported semester because of a failure to either make or maintain satisfactory repayment arrangements on a defaulted student loan - at the point the default status is reported to HESC, the award is withdrawn;
- TAP award is recalculated due to student withdrawals that result in decreased tuition liability;
- Student changes information on TAP application record by submitting a TAP Change Form to HESC, or by responding to request for information from HESC.
Changes in Economic Circumstances
Students may apply to HESC for an adjustment to income due to a change in the family’s economic circumstances. State law recognizes death, permanent disability, or divorce of a parent or spouse, “catastrophic illness” of the applicant and circumstances where the applicant or spouse is called to active military duty.

How CUNY Students Apply for TAP
CUNY no longer produces a CUNY TAP application. CUNY FAFSA filers apply for TAP directly with HESC using one of several methods of application:

1. **Link from FAFSA on the Web (FOTW) to TAP on the Web (TOTW)** – When students successfully complete FOTW, they may link from the FOTW Confirmation page to TOTW to apply for NYS awards. Applicants must first be “authenticated” by creating a HESC UserID and PIN before actually accessing the TOTW application. The TOTW application is pre-filled with some of the applicant’s FAFSA data. The student’s and parent’s federal PIN serves as the signature for the TOTW application. Students/parents who do not use a PIN may satisfy the TOTW signature requirement by submitting the FOTW signature page to the federal processor.

When students submit a TOTW application but use the FAFSA signature page for the required signatures instead of a PIN, HESC waits 15 days for evidence from the CPS that a signature page was received. If no signature page is received by the CPS, an email postcard will be sent to the student with the link to TOTW (see below).

2. **Directly access the HESC TAP on the Web site** – If a student uses a paper FAFSA, misses the NYS link or abandons the TOTW session, he/she may still use TOTW to apply for NYS awards online. To access TOTW, students must be NYS residents, list a NYS college on the FAFSA, have a valid EFC, and undergo HESC authentication by establishing a HESC UserID and PIN. When ISIR data from the federal processor is received for these applicants, HESC will send them an email or postcard with the following URL: [https://www.tapweb.org/totw/](https://www.tapweb.org/totw/) inviting them to apply for TAP.

3. **Paper Express TAP Application (ETA)** – If a student fails to sign-on to TOTW within 3 weeks of notification by HESC, he/she will be sent a paper ETA which he/she must return to HESC.

4. **HESC Electronic Multi-Year TAP Application** – Certain students whose electronic or paper FAFSA data has not significantly changed from last year will have their TAP application data generated automatically without actually having to refile an application for the new award year.
TAP Information Changes
Once the TAP application has been processed, students may make changes or corrections to the application data through the HESC web site. Using the HESC UserID and PIN, students will be able to update, edit, correct and supply missing data to their TOTW record.

Students must report changes or corrections to their application data directly to HESC. Colleges may no longer use FAP to report TAP college code or other data changes to HESC as UAPC no longer transmits these changes to HESC.

FAPINQ TAP Display
M Page: TAP Award Status Codes
These replace the “E” and “A” indicators to the left of the TAP award amount on the M page:

- E – Estimated TAP award from application filed with HESC
- R – Estimated TAP award calculated based on annual reduction amount subtracted from CUNY tuition and used before the NYS budget is approved
- A – An actual TAP award amount has been sent from HESC on the colaward file
- V – An income verified TAP award has been sent from HESC on the colaward file

T Page: Application Data Source Codes
These can be found on the third line of the T page data display and indicate the source of the TAP application data posted on the T page.

DATA FROM ISIR
No TAP application data received from HESC; all data (such as NTB, parents’ names and SS#) are from the ISIR.

DATA FROM TWEB
TAP application data received from HESC; student filed using TOTW.

DATA FROM EHESC
TAP application data received from HESC from automatic renewal process.

DATA FROM PAPER APP
TAP application data from HESC; student filed a paper application
**T Page: HESC TAP Application Status Codes**

This field is found on the sixth line of the T page data display and relate to TAP application error messages that will still display on the E page. Remember that these errors cannot be resolved by updating FAPINQ. The student will have to make these corrections directly with HESC.

APST =
- A – pending applicant data
- B – pending education data
- C – pending spouse’s, father’s and/or mother’s SSN
- D – pending student income information
- E – pending parent income information
- F – pending financial independence documentation
- M – pending additional information or multiple application errors
- N – award denied
- R – invalid SSN
- S – special scholarship
- Y – Award Certificate sent with positive dollar amount missing – application has not yet been processed

**T Page: HESC Record Status Codes**

This field is also found on the sixth line of the T page data display.

RECST =
- 1 – skeleton record
- 2 – application skeleton record
- 3 – application processed; error condition exists
- 4 – adjustment processed; error condition exists
- 5 – hold for manual certification
- 6 – award determined/denied
- 7 – loan default denial
- 8 – on a roster for at least one term
- 9 – all awarded terms certified or decertified
- 10 – manual handling of prior year problems
- 20 – SSN in error
- 21 – no processing allowed (set by student refunds)

**Filing Deadline**

The final filing deadline for TAP is June 30 of the award year for which aid is sought.
## TAP Certification Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Eligible.</strong> The student satisfies all of the eligibility criteria for the award. A student who meets this criterion but then drops below full time is also certified using Code 1 as long as the student incurs tuition liability for each of the credits comprising full-time study.</td>
</tr>
<tr>
<td>2</td>
<td><strong>TAP-No Scholarship.</strong> The student satisfies all eligibility criteria for a TAP award but does not meet the eligibility criteria for a scholarship for which he/she has also been approved. If an institution denies a scholarship because the scholarship holder would have received a concurrent benefit and the student is not eligible for TAP, use Code 9 to decertify the student for the scholarship.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Withdrawn with Tuition Liability.</strong> The student has withdrawn from all courses or has been terminated from school after the first day of classes but has incurred a tuition liability for the term. (Schools should also report reduced term tuition liability under tuition field.) NOTE: Schools should carefully review good academic standing before certifying a student for an award for a later term if the school used a Code 3 in the preceding term.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Not Registered.</strong> The student was not registered for the term, has withdrawn without incurring a tuition liability or chooses to refuse the award.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Not Full-time.</strong> The student is not registered for sufficient credit hours (or the equivalent) for the term to meet full-time study requirements; or for accelerated summer study, the student was not registered for sufficient credit hours for the term to meet the half-time study requirement or was not in full-time attendance during an adjacent term; or for part-time Veterans Tuition Award, the student was not registered for sufficient credits (three credits minimum) for the term to meet part-time study requirements.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Not Matriculated.</strong> The student is not a recognized candidate for a degree or for a diploma or certificate creditable towards a degree.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Does not meet the Accelerated Study requirements.</strong></td>
</tr>
<tr>
<td>8</td>
<td><strong>Not in Good Academic Standing.</strong> The student does not meet the Commissioner's Program Pursuit requirements or the institution's approved standards of satisfactory academic progress or does not have a C average (2.0 GPA) after having received two years of TAP. NOTE: For students who are not in good academic standing but are granted the one-time waiver, certify Code 1 and enter a &quot;W&quot; in the waiver column.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Miscellaneous.</strong> This code is used to decertify a student who is not eligible for an award for reasons other than those in Codes 4 through 8. Examples: Not an approved program, the student does not meet New York State residency or U.S. citizenship requirements, the high school graduation requirement, scholarship recipient accepts a concurrent benefit, or a graduate student is matriculated for a second graduate degree at the same level for which the student already received a graduate level TAP award.</td>
</tr>
</tbody>
</table>
**Part-Time TAP (PTAP)**

State Education Law was amended to create a Part-Time Tuition Assistance Program (PTAP) for students attending SUNY, CUNY and not-for-profit independent degree-granting colleges in New York State.

**Eligibility Criteria**

A student may receive PTAP if he or she has:
- enrolled as a first-time Freshman in the 2006-07 academic year or thereafter;
- earned 12 or more credits toward graduation in each of two consecutive semesters by the time the first PTAP award is sought;
- at least a 2.00 cumulative grade point average;
- satisfied all program requirements for NYS TAP awards except for full-time attendance (refer to the previous section on TAP eligibility criteria);
- enrolled for at least 6 but fewer than 12 semester hours with at least 3 of these being degree credits.

Note: The first P-TAP awards under this new program occurred in the 2007-08 academic year.

**Award Amounts**

A PTAP award is calculated as a proportional fraction of a normal full-time TAP award based on the number of part-time credits a student is registered for.

**Income Limits**

Refer to the income limits for TAP above.

**Selection for a PTAP Award**

Code has been written into SIMS to select whether a PTAP award or APTS is more beneficial for a student and that award should print on the student’s bill. Colleges can override this choice if they have better information about a student’s eligibility. FAP will only display a prospective PTAP award for a student who meets all the eligibility criteria, though packaging will still assume full-time attendance and will estimate a TAP award.

Students may be considered for P-TAP during the summer if they meet P-TAP enrollment requirements. Colleges may have to determine whether students are to receive either a summer P-TAP award or half a TAP award for accelerated study. In addition to meeting the above P-TAP eligibility criteria, a student receiving a summer P-TAP award who had been attending full-time prior to the summer term would be expected to continue as a P-TAP student (that is, continue as a part-time student) in the subsequent fall term.
Legacy System Modifications

FAP contains two fields onto the M page:

1) **PTAP PER CRED** - how much the per credit amount of the PTAP award is, if student is eligible (eligible students with zero eligibility will have "0"; this field will be blank for ineligible students); and

2) **HESC SCHLRSHIP** - the amount of any scholarship money other than TAP the student will receive from HESC.

FAP assumes that a student will use the TAP award until APTS or PTAP is flagged. The PTAP per credit award is either the Albany award (if available) or the estimated TAP award divided by 12. This per credit amount of TAP will also appear on the merge file.

SIMS has been programmed to accept the per-credit part-time TAP amount and calculate whether it will be more beneficial for a student to receive PTAP or APTS. Once a merge file is loaded onto SIMS, the calculation will be done and the award that is more beneficial to the student will appear on SIMS. As stated previously, colleges have the ability to override the award chosen by the system and replace it with the other award.

A student's enrollment status will be set as of the end of the add/drop period or Form A. If a student who is eligible for PTAP is part-time at this point, PTAP will be used; otherwise, APTS will be credited. Colleges must report to UAPC on the enrollment status file whether PTAP or APTS was used to cover tuition so that it can be flagged on FAP for the overaward calculation.

Application Procedures

Refer to TAP application procedure in the previous section.

Aid For Part-Time Study

The Aid for Part-Time Study (APTS) program provides grant assistance to eligible students enrolled part-time in an approved undergraduate program at participating institutions. Unlike TAP, APTS is a campus-based discretionary program funded by an annual appropriation. Colleges must apply each year to participate in the APTS program by an established deadline. The allocation to each college is based on prior year part-time enrollment in degree credit courses. The annual CUNY appropriation may be reapportioned among the individual colleges as needed.

The University is required to supply HESC with a roster of the names of those selected for APTS awards within 45 days after the end of the add/drop period. At the point of selection for APTS, each college must waive the tuition for each student selected in the amount of the award. The colleges are reimbursed at the end of the semester for amount of tuition waived for eligible students who complete the term with a passing average and for up to 10% of all the term awards made for those students who fail to achieve a passing average for the term.
Eligibility Criteria

To be considered for an APTS award, students must:

1) meet one of the U.S. citizenship requirements;
2) be a legal resident of New York State;
3) enroll part-time (CUNY requires enrollment in at least 6 but fewer than 12 semester hours with at least 3 of these being degree credits)*;
4) maintain good academic standing;
5) have at least a cumulative C average after having received the equivalent of two full years of payment of State-sponsored student financial aid;
6) be charged tuition of at least $100 per academic year;
7) not have a statutory state or federal educational loan from any guarantor in an unresolved default status;
8) not exceed the income limitations set for the program;
9) not have used up undergraduate TAP eligibility;
10) must have graduated from high school, have a GED or other equivalent of a high school certificate or received a passing score on an approved ability-to-benefit test.

Note: a student who meets the TAP definition of “full-time” [see p. 15-5 of this manual] may not be considered for an APTS award even if they have dropped to part-time by the end of the add/drop period.

Duration of Awards

Awards are limited to the equivalent of eight full-time semesters (48 payment points) of undergraduate study or ten semesters (60 payment points) for an approved 5-year program. Students who participate in both the TAP and APTS program cannot exceed the equivalent of 8 full-time semesters of undergraduate study (10 semesters for an approved 5 year program). Students receiving APTS who are enrolled in two-year programs are not subject to the 6 full-time semester (36 payment point) limitation of eligibility.

Award Calculation

The annual APTS award cannot exceed $2000 or tuition, whichever is less. At present, the limits on the State annual allocation of APTS funds to CUNY does not permit maximum awards. In recent years, CUNY maximum APTS awards have been limited to $45 credit. The per credit APTS award amounts are set by OSFA each semester and revised as necessary based on the total annual allocation and the amount of the allocation already expended.

Income Limits

APTS eligibility is based on NYS NTI from the preceding calendar year.

1) Students eligible to be claimed as tax dependents by their parents, can have a family NYS NET taxable income as much as $50,550. Family income includes student AND parents’ income.

2) Students not eligible to be claimed by parents as tax dependents, can have NYS NET taxable income (including spouse’s income) as much as $34,250. Spouse’s income must be included if marriage occurred on or before December 31 of the previous calendar year.
3) Students not eligible to be claimed by parents but were eligible to claim tax dependents can have NYS NET taxable income (including spouse’s income) as much as $50,550. Spouse’s income must be included if the marriage occurred on or before December 31 of the previous calendar year.

Selection for an APTS Award
HESC distributes APTS funds to CUNY OSFA and colleges decide who to award APTS funds to, based on the funds they have available and students’ need. Within the State-mandated timetable for selecting APTS recipients, each participating CUNY college asks UAPC to create a potential APTS eligibility file and transmit it to the college. Colleges on SIMS run the SIMB049 program against this file to identify APTS eligible students. The edited file is then returned to UAPC. FAP calculates and loads the APTS award for eligible students and the award transfers on the nightly interface to SFA. Colleges on CUNYfirst interfaces use the 511 series of interfaces and the FACTS system to identify and report potentially eligible APTS recipients to FAP. At the time of this writing, the APTS process was still being defined and developed for the CUNYfirst delivered financial aid schools.

Application Procedures
Students who wish to apply for APTS first complete a FAFSA and a NYS TAP application, then answers the 2 unique APTS questions on the CUNY Supplement. Colleges still on legacy or CUNYfirst interfaces make the CUNY Supplement available through the CUNY Portal. Schools of CUNYfirst delivered financial aid have the CUNY Supplement as a “To Do” checklist item. Legacy colleges may also collect the answers to the two APTS questions locally and enter the necessary information directly onto FAP using the “J” page prompts.

New York State Scholarships for Academic Excellence
This program provides scholarship assistance to outstanding New York State high school graduates based on grades in certain Regents exams.

New York State Regents Professional Opportunity Scholarships
This program was retired as of the end of the 2008-09 academic year. Previously awarded students will continue to be paid, but no new scholarships will be awarded.

THE ELIGIBLE PROGRAMS OF STUDY WERE:

- Accounting (BA)
- Architecture (BA, MA)
- Chiropractic (DR)
- Engineering (BA)
- Landscape Architecture (BA, MA)
- Massage Therapy (AS)
- Nursing (BA)
- Ophthalmic Dispensing (AS)
- Pharmacy (BA)
- Physical Therapy Assistant (AS)
- Psychology (Ph.D.)
- Veterinary Medicine (DVM)

- Acupuncture (MA)
- Athletic Trainer (BA)
- Dental Hygiene (AS)
- Interior Design (BA)
- Law (JD)
- Midwifery (MA)
- Occupational Therapy (BA, MA)
- Optometry (DR)
- Physical Therapy (BA, MA)
- Podiatry (DPM)
- Speech Language Pathology/Audiology (MA)
- Veterinary Technology (AS, BA)
Awards ranged from $1,000 to $5,000 per year for up to 4 years of study or up to 5 years in certain programs. Scholarships were awarded by the SED to undergraduate or graduate students, depending on the program based on the following priorities:

- Those who were economically disadvantaged and who were members of a minority group that was historically under-represented in the chosen profession.
- Those who were members of a minority group historically underrepresented in the chosen profession.
- Those who were enrolled in or graduated from the following opportunity programs: SEEK, College Discovery, EOP, or HEOP.

Upon completion of study, recipients must work as a licensed professional 1 year for each annual payment received. Employment must be in the studied profession and must be in New York State. If the recipient does not begin practice within 1 year of program completion, s/he will be required to repay twice the amount of all scholarship monies received plus interest.

Math & Science Teaching Incentive Scholarships

This scholarship program provides an annual award to students at either the bachelor or master’s degree level who enter into a contract with HESC agreeing to teach full time for five years in the field of math or science in a middle or secondary school in New York. Awards will be made upon the successful completion of the academic year.

Regent’s Awards For Children of Deceased or Disabled Veterans (CV)

Eligibility Criteria:

- Students whose parent(s) served in the U.S. Armed Forces during specified periods of war or national emergency and, as a result of service, died or suffered a 40% or more disability, are classified as missing in action, or were prisoners of war. The veteran must currently be a New York State resident or have been a New York State resident at the time of death, if death occurred during or as a result of service. The periods of service are:
  - Vietnam/Indochina 12/22/61 - 05/07/75
  - Korean Conflict 06/27/50 - 01/31/55
  - World War II 12/07/41 - 12/31/46
  - World War I 04/06/17 - 11/11/18
  - Persian Gulf 08/02/90 - end of hostilities
  - Merchant Seamen 12/07/41 - 08/15/45

- Students whose parent(s) have been a recipient of the Armed Forces, Navy, or the Marine Corps expeditionary medal for participation in operations in Lebanon, Grenada, Panama. The periods of service are:
  - Lebanon 06/01/83 - 12/01/87
  - Grenada 10/23/83 - 11/21/83
  - Panama 12/20/89 - 01/31/90

- Students who were born with spina bifida whose parent(s) are Vietnam Veterans who served in the U.S. Armed Forces in Indochina between 12/22/61-05/07/75.
The award is $450 per year. Eligible students must apply before May 1 of the academic year for which they are requesting payment. Students must initially establish eligibility by submitting a Child of Veteran Award Supplement form with HESC BEFORE applying for payment.

**Robert C. Byrd Honors Scholarship**

This competitive federal honors program provides scholarships to academically talented high school seniors who are New York State residents and plan to attend any approved institution of higher education in the United States. The scholarship provides for up to $1,500 per year, and is renewable for 4 years. Actual award amounts depend on federal funding. Student may receive payment of this award in addition to any other financial aid for which they qualify; however, total aid cannot exceed the cost of attendance.

**Memorial Scholarships**

Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers and Emergency Medical Service Workers provide financial aid to children, spouses and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers*, and emergency medical service workers who have died as the result of injuries sustained in the line of duty in service to the State of New York.

*Peace Officers are defined in the criminal procedures law and include many categories including New York State Correction Officers.

**Veterans Tuition Awards**

Veterans Tuition Awards (VTA) provide up to the full cost of undergraduate tuition at State University of NY for full-time study or actual tuition charge whichever is less. Awards for part-time study are prorated by credit hour. Awards are available for up to 8 semesters (4 years) of full-time undergraduate study or 10 semesters (5 years) for students enrolled in an approved 5 year program. Awards are also available for up to 6 semesters (3 years) of graduate study or 4 semesters (2 years) of study in an approved vocational training program. Programs are approved by the NYS Division of Veterans Affairs Bureau of Veterans Education.

Eligible students are New York State residents discharged under honorable conditions from the U.S. Armed Forces and who are:

- Persian Gulf Veterans who served in the Persian Gulf on or after 8/2/1990.
- Veterans of the U.S. Armed Forces who served in hostilities that occurred after 2/28/1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.
World Trade Center Memorial Scholarship
The World Trade Center Memorial Scholarship guarantees access to a college education for the families and financial dependents of innocent victims who died or were severely and permanently disabled as a result of the Sept. 11, 2001 terrorist attacks on the United States of America and rescue and recovery efforts.

Flight 3407 Memorial Scholarship
This program is intended to benefit the children, spouses and financial dependents of those who perished in the crash of Continental Airlines Flight 3407 in Clarence, NY on February 12, 2009.

NYHELPs Alternative Loans
A new alternative educational loan program for NYS students, families and schools. Key features of the program are lower interest rates than other alternative loans, the availability of fixed and variable rate loans, an up to $10,000 annual borrowing limit and required web-based financial literacy instruction for borrowers. The first NYHELP loans were expected to be available in January 2010.

Other Financial Aid
For more information including about these and other state and federal student financial aid programs (loans, grants, and scholarships) for full-time, part-time, graduate, and undergraduate study, visit the HESC website at: http://www.hesc.ny.gov/content.nsf.
# TAP Award Certificate Messages

HESC prints the following messages on the student's copy of the TAP award certificate. HESC prints the message number on the school copy of the award certificate. HESC annually updates the year references in some messages.

<table>
<thead>
<tr>
<th>Message Number</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>054</td>
<td>Award Denied. You cannot receive an award because you do not meet the statutory high school graduate or alternate requirement.</td>
</tr>
<tr>
<td>401</td>
<td>Award Denied. Information reported in your application for payment indicated that you do not meet the statutory New York State residency requirement. If you have established permanent (i.e., “Legal”) residence and wish to appeal this determination, contact HESC and request that an Affidavit of New York State Residence be sent to you.</td>
</tr>
<tr>
<td>402</td>
<td>Award Denied. Our records show that you are on leave. While on leave you are not entitled to payment of benefits. You may terminate your leave by notifying HESC on a Change Form.</td>
</tr>
<tr>
<td>403</td>
<td>Award Denied For One or More Terms. You're in default on a student loan or have failed to comply with a service requirement made a condition of your award. Eligibility can be restored should you resolve your loan default status.</td>
</tr>
<tr>
<td>404</td>
<td>Award Denied. You are not a Scholarship holder and you have not requested a Tuition Assistance Program award.</td>
</tr>
<tr>
<td>405</td>
<td>Award Denied. You are neither a United States citizen, permanent resident alien, a paroled refugee, nor a refugee.</td>
</tr>
<tr>
<td>406</td>
<td>Award Denied. Review of your Affidavit of New York State Residence indicates that you do not meet the New York State residency requirement.</td>
</tr>
<tr>
<td>407</td>
<td>In response to the other educational aid question on your 1997-98 TAP application, you indicated that you will be receiving other educational aid which duplicates the purpose of the TAP award.</td>
</tr>
<tr>
<td>408</td>
<td>Award Denied. You have failed to provide all of the Social Security numbers required by law. If you want an award, you must submit the requested Social Security numbers.</td>
</tr>
<tr>
<td>409</td>
<td>Award Denied For One or More Terms. You have already been certified for an award under the Aid for Part-Time Study program.</td>
</tr>
<tr>
<td>410</td>
<td>Award Denied. You were already certified as in attendance at another educational institution.</td>
</tr>
<tr>
<td>411</td>
<td>Award Denied. This educational institution does not offer the term for which you requested assistance.</td>
</tr>
<tr>
<td>412</td>
<td>Award Denied For One or More Terms. The term(s) for which you requested assistance is (are) not approved for an award for part-time study.</td>
</tr>
<tr>
<td>413</td>
<td>Your award reflects your financially dependent status. You do not satisfy the legal criteria which would enable you to exclude the income of your parents.</td>
</tr>
<tr>
<td>414</td>
<td>Financial Independence Denied. You have been processed for scholarship only. If you want to be processed for TAP as a dependent student, report your parents’ income on a Change Form.</td>
</tr>
<tr>
<td>415</td>
<td>Award Denied. This institution does not have a program approved for the Vietnam Veterans/Persian Gulf Veterans Tuition Award requested.</td>
</tr>
<tr>
<td>416</td>
<td>The terms indicated below are the final terms for which you are eligible for a Vietnam Veterans/Persian Gulf Veterans Tuition Award.</td>
</tr>
<tr>
<td>417</td>
<td>You cannot receive a Vietnam Veterans/ Persian Gulf Veterans Award for all terms. You have accumulated the maximum number of payments under this program.</td>
</tr>
<tr>
<td>418</td>
<td>Your Vietnam Veterans/Persian Gulf Veterans Tuition Award was reduced because of a refund owed HESC resulting from a previous award overpayment.</td>
</tr>
<tr>
<td>419</td>
<td>Your Vietnam Veterans/Persian Gulf Veterans Tuition Award for the term(s) below has not been processed at your request.</td>
</tr>
<tr>
<td>420</td>
<td>Funding for the Regents College and Regents Nursing Scholarship Programs was not included in the XXXXXX State Budget. Accordingly, no payments will be made for the XXXXXXX academic year.</td>
</tr>
<tr>
<td>421</td>
<td>Award Denied. This institution does not offer a program approved for the Tuition Assistance Award Program (TAP) award requested.</td>
</tr>
<tr>
<td>422</td>
<td>You reported other educational aid deemed by the New York State Commissioner of Education to duplicate the purpose of your TAP award. If the total of that aid and your TAP award exceeded your tuition charge, your TAP award has been reduced.</td>
</tr>
<tr>
<td>423</td>
<td>Tuition Assistance Denied For One or More Terms. The net taxable income you reported on your application exceeded the statutory limit set for the TAP award.</td>
</tr>
</tbody>
</table>
If you are receiving a Tuition Assistance Program (TAP) Award, the term(s) indicated below are the final term(s) for which you are eligible.

You cannot receive a TAP award for all terms. You have accumulated the maximum number of payments under this program or you are not eligible for other reasons.

Award Denied. The award which you requested is not approved for part-time study for the summer term.

Tuition Assistance Award Denied. The annual tuition charged at the institution you are attending is less than $200.

Your TAP award was reduced because of a refund owed HESC resulting from a previous award overpayment.

The term(s) indicated below are the final term(s) for which you are eligible for a Supplemental Tuition Assistance Program (STAP) Award.

If you are educationally disadvantaged and will be enrolled in remedial courses, you may be eligible for a Supplemental Tuition Assistance Program (STAP) Award. If so, contact your institution's Financial Aid Office.

Scholarship Denied For One or More Terms. This institution does not offer a program approved for the Scholarship Award requested.

You have been processed for Scholarship only. You do not meet the New York State residency requirement for other awards requested.

The term(s) indicated below are the final term(s) for which you are eligible for a Scholarship Award.

You cannot receive a Scholarship Award for all terms. You have accumulated the maximum number of payments under this program.

Award Denied. The award which you requested is not approved for part-time study for the summer term.

Your Scholarship award was reduced because of a refund owed HESC resulting from a previous award overpayment.

You are on leave from your Nursing Scholarship. Therefore, you are not entitled to payment of your Scholarship award.

Award Denied. This institution does not offer a program approved for the Child of Veteran and/or Child of Police/ Firefighter/Correction Officer award requested.

The term(s) indicated below are the final term(s) for which you are eligible for a Child of Veteran and/or Child of Police, Firefighter, Correction Officer Award.

You cannot receive a Child of Veteran and/or Child of Police, Firefighter, Correction Officer Award for all terms. You have accumulated the maximum number of payments under this program.

Award Denied. The award which you requested is not approved for part-time study for the summer term.

Your Child of Veteran and/or Police/ Firefighter/Corrections Officer award was reduced because of a refund owed HESC resulting from a previous award overpayment.

Financial Independence Denied. Your reported residence with your parents exceeds the maximum period allowed by law. If you want an award as a dependent student, report your parents' income.

Financial Independence Denied because you stated you were claimed as a tax dependent by your parents. If you want an award as a dependent student, report your parents' income.

Financial Independence Denied because you reported receipt of financial assistance in excess of $750. If you want an award as a dependent student, report your parents' income.

Financial Independence Denied because you do not satisfy the legal criteria which enables you to exclude the income of your parents. If you want an award as a dependent, report your parents' income.

Financial Independence Denied. The documentation submitted did not show unusual and exceptional family circumstances that allow exclusion of parental income. If you want an award as a dependent, report your parents' income.

Shown below are your XXXXXX awards. If during the year you wish to change any information upon which your awards are based, submit those changes to HESC using a HESC Change Form.

Your summer award was calculated based on half-time study at the tuition charge shown. Your award may be revised depending on your actual summer tuition charge as certified by the above institution.

The processing of your application has resulted in multiple messages regarding the status of your application. A separate letter is being sent to you containing those messages.

Award Denied. This educational institution is not approved for the award(s) you requested.

You are not eligible for a XXXXXX TAP award because you are either not attending an approved institution or have requested termination of the processing of your application.
<table>
<thead>
<tr>
<th>Award/Explanation</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>502</strong></td>
<td>Award Denied for One or More Terms. You have received the maximum number of payments for a student enrolled in a two-year program. If enrolled in a program that requires more than two years, see the Financial Aid Office for assistance.</td>
</tr>
<tr>
<td><strong>510</strong></td>
<td>You were not registered for that payment term, or had withdrawn with no tuition liability, or were not registered at the correct level of study, or wished to refuse the award.</td>
</tr>
<tr>
<td><strong>511</strong></td>
<td>You were not in full-time attendance for that payment term; nor in part-time attendance where allowed by law.</td>
</tr>
<tr>
<td><strong>512</strong></td>
<td>You were not matriculated in an approved program for that term.</td>
</tr>
<tr>
<td><strong>513</strong></td>
<td>You were not in good academic standing.</td>
</tr>
<tr>
<td><strong>514</strong></td>
<td>You were not in an approved five-year program and consequently not eligible for a fifth year of benefits; or you were not a New York State resident for the required period of time; or you were not a United States citizen; or, you received TAP for a prior degree at the same level as presently sought; or you were in default on a Federal Stafford student loan.</td>
</tr>
<tr>
<td><strong>601</strong></td>
<td>Your award for the XXXXXX semester has been recalculated due to certification activity by the above school. In the process of certification, the school indicated a change in either the tuition which you were charged; the status of your attendance; or the amount of other benefits that you received which offset your tuition charges. If you have any questions concerning this certification, you should contact the above school.</td>
</tr>
<tr>
<td><strong>605</strong></td>
<td>Your award for the XXXXXX term has been recalculated after your placement on a payment roster but before the processing of the above school's certification of your eligibility. The recalculation was a result of either a change in information supplied by you or an internal adjustment generated by HESC. If you have any questions concerning this award, contact HESC.</td>
</tr>
<tr>
<td><strong>609</strong></td>
<td>The above school has notified HESC that you are not eligible for payment of your Scholarship for the XXXXXX semester. If you have any questions concerning this determination, contact the above school.</td>
</tr>
<tr>
<td><strong>613</strong></td>
<td>The above school has indicated that you withdrew from the XXXXXX semester with a tuition liability. Your award has been recalculated based on the tuition liability which the school stated you had incurred. If you have any questions concerning this determination, contact the above school.</td>
</tr>
<tr>
<td><strong>617</strong></td>
<td>The above school stated that you were not registered at their institution for the XXXXXX semester. If this is incorrect, contact the above school.</td>
</tr>
<tr>
<td><strong>621</strong></td>
<td>The above school has indicated that for the XXXXXX semester you were not in attendance to the extent required to receive a payment. If you have any questions concerning this determination, contact the above school.</td>
</tr>
<tr>
<td><strong>625</strong></td>
<td>The above school has indicated that you were not matriculated in the program for which you registered for the XXXXXX semester. If you have any questions concerning this determination, contact the above school.</td>
</tr>
<tr>
<td><strong>629</strong></td>
<td>The above school has indicated that for the XXXXXX semester the program in which you are registered is not approved for payment of a TAP or Scholarship award or you are not in an approved five-year bachelor degree or remedial program and are therefore ineligible for payment beyond four years in a bachelor degree program or three years in an associate or other two-year program.</td>
</tr>
<tr>
<td><strong>633</strong></td>
<td>The above school has indicated that for the XXXXXX semester you were not in good academic standing. If you have any questions concerning this determination, contact the above school.</td>
</tr>
<tr>
<td><strong>637</strong></td>
<td>The above school has indicated or HESC has determined that you are ineligible for the XXXXXX semester for one of the following reasons: You were not a New York State resident; you were not a United States citizen; you were in default on a Federal Stafford student loan; or you have not responded to a HESC request for information.</td>
</tr>
<tr>
<td><strong>641</strong></td>
<td>Your award for the XXXXXX semester has been recalculated after your school was notified of your award. As a result, your tuition account at the school may have changed.</td>
</tr>
<tr>
<td>645</td>
<td>Your certified award for the XXXXX semester is indicated above. If you have any questions concerning the award for this term, contact HESC.</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>701</td>
<td>ETA sent to student.</td>
</tr>
<tr>
<td>980</td>
<td>The above school indicated that you were not eligible for your scholarship. If incorrect, contact the institution.</td>
</tr>
<tr>
<td>981</td>
<td>You have failed to respond in a timely fashion to our request for information or you have not submitted the information needed to complete the processing of your XXXXX application.</td>
</tr>
<tr>
<td>986</td>
<td>You have failed to submit your application for payment by May 1, XXXX. As a result, you will not be eligible for an award.</td>
</tr>
<tr>
<td>989</td>
<td>HESC sent a request for additional information which was returned by the U.S. Postal Service due to an incorrect address. That address must be corrected for application processing to continue.</td>
</tr>
</tbody>
</table>
TAP Award Schedules
TAP awards are determined from family NYS net taxable income as reported on a NYS Student Payment Application and verified with NYS Department of Taxation. The student’s dependency status, academic level and year state aid was 1st received determines which TAP award schedule is used. All annual awards are reduced by $100 after 4 payments.

Undergraduate Award Schedules (through 2013-14 Academic year)
A. For students who are dependent on their parents, or financially independent and are married with tax dependents

| Schedule A - For students who received awards in the 1993-94 school year or earlier |
|--------------------------------------------------|--------------------------------------------------|
| Maximum Award – $3575 or 100% Tuition (whichever is less) | Minimum Award – $500 |
| Net Taxable Income | Award Reduction |
| $7,000 or less | 0 |
| $7,001 – 11,000 | 7% of the excess over $7,000 |
| $11,001 – 18,000 | $280 + 10% of the excess over $11,000 |
| $18,001 – 80,000 | $980 + 12% of the excess over $18,000 |
| $80,001 or more | NO AWARD |

| Schedule D – For first-time recipients in the 1994-95 through 1999-2000 school years |
|--------------------------------------------------|--------------------------------------------------|
| Maximum Award – $4125 or 100% Tuition (whichever is less) | Minimum Award – $500 |
| Net Taxable Income | Award Reduction |
| $7,000 or less | 0 |
| $7,001 – 11,000 | 7% of the excess over $7,000 |
| $11,001 – 18,000 | $280 + 10% of the excess over $11,000 |
| $18,001 – 80,000 | $980 + 12% of the excess over $18,000 |
| $80,001 or more | NO AWARD |

| Schedule E – For first-time recipients in the 2000-01 school year or thereafter |
|--------------------------------------------------|--------------------------------------------------|
| Maximum Award – at 4 year schools: $5000 or 100% Tuition (whichever is less);  -- at 2 year schools: $4000 or 100% Tuition (whichever is less) | Minimum Award – $500 |
| Net Taxable Income | Award Reduction |
| $7,000 or less | 0 |
| $7,001 – 11,000 | 7% of the excess over $7,000 |
| $11,001 – 18,000 | $280 + 10% of the excess over $11,000 |
| $18,001 – 80,000 | $980 + 12% of the excess over $18,000 |
| $80,001 or more | NO AWARD |
B. For students who are independent and single without dependents

<table>
<thead>
<tr>
<th>Schedule K – For students who received awards in the 1991-92 school year or earlier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Award – $2450 or 100% Tuition (whichever is less)</td>
</tr>
<tr>
<td>Net Taxable Income</td>
</tr>
<tr>
<td>$3,000 or less</td>
</tr>
<tr>
<td>$3,001 – 10,000</td>
</tr>
<tr>
<td>$10,001 or more</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule L – For first-time recipients in the 1992-93 and 1993-94 school years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Award – $2575 or 100% Tuition (whichever is less)</td>
</tr>
<tr>
<td>Net Taxable Income</td>
</tr>
<tr>
<td>$3,000 or less</td>
</tr>
<tr>
<td>$3,001 - 10,000</td>
</tr>
<tr>
<td>$10,001 or more</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule M – For first-time recipients in the 1994-95 school year and thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Award – $3025 or 100% Tuition (whichever is less)</td>
</tr>
<tr>
<td>Net Taxable Income</td>
</tr>
<tr>
<td>$3,000 or less</td>
</tr>
<tr>
<td>$3,001 - 10,000</td>
</tr>
<tr>
<td>$10,001 or more</td>
</tr>
</tbody>
</table>

C. For students who are independent and are married without tax dependents

<table>
<thead>
<tr>
<th>Schedule C – Applicable to students who receive awards in any school year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Award – $3025 or 100% Tuition (whichever is less)</td>
</tr>
<tr>
<td>Net Taxable Income</td>
</tr>
<tr>
<td>$7,000 or less</td>
</tr>
<tr>
<td>$7,001 – 11,000</td>
</tr>
<tr>
<td>$11,001 – 18,000</td>
</tr>
<tr>
<td>$18,001 – 39,999</td>
</tr>
<tr>
<td>$40,000 or more</td>
</tr>
</tbody>
</table>