

**2018 -2019**  
**SUNY Broome Community College Institutional Guidelines**  
**Selection of Recipients for Aid for Part-Time Study Program**

New York State's Aid for Part-Time Study Program (APTS) provides up to \$2,000 per year to help part-time undergraduate students meet their educational expenses. APTS award will be for the amount of tuition only (not including fees) or less depending on student need, availability of funds and other tuition-targeted awards received by the student in the current semester.

In addition to the attached instructions and guidelines for the APTS program, this insert is provided to give the student a clearer understanding of SUNY Broome Community College's Institutional guidelines used in the APTS award selection process.

**A student who has applied for APTS at BCC must meet the following criteria:**

1. Must hand in APTS application and their 2016 New York IT-201 Tax Return(s) by the end of the 10th week of the current semester.
2. Must not have any dropped courses (i.e., "W" grades, administrative drops due to non-attendance, etc.) in the current semester.
3. Must not have any "F" or "I" grades at the midterm.
4. Must meet the academic criteria as set forth by New York State and SUNY Broome Community College (see BCC General Catalog for Policy of Standards for Academic Progress).
5. If a student carries a part-time course load that includes non-credit remedial courses, they must carry at least three semester hours of credit-bearing course work to be eligible for APTS.
6. If a student does not complete the current semester with a 1.0 GPA and has been certified to receive an award for that semester, they will not be certified for APTS for the next semester.
7. An eligible student is entitled to a total of 48 payment points of APTS & TAP (in combination) during their educational career. (One, full-time semester of TAP is equal to 6 payment points; one, part-time semester of APTS is equal to 3 payment points.)
8. If a student has received a tuition-targeted award (i.e. employee benefits, tuition only scholarship or grant for the current semester, the amount received will be deducted from what the student would have received in APTS.
9. APTS cannot be used to fund courses that are not required in your curriculum (excluding developmental courses) or courses for which you have already received a passing grade.

**Return completed application, along with your signed 2016 New York State IT-201 Tax Return to:**

SUNY Broome Community College  
Financial Aid Office  
P.O. Box 1017  
Binghamton, NY 13902

***Please note that you will be denied for the New York State Aid for Part-Time Study Program (APTS) if any of the following reason(s) pertain to you:***

1. Are not registered for the current semester
2. Are not matriculated in a degree-granting program.
3. Are not registered for 3 - 11.5 credit bearing credit hours.
4. Indicated your employer will reimburse your tuition charges.
5. Have already received an award targeted for tuition only.
6. Are not a New York State Resident.
7. Certified for TAP/Part Time TAP for the same semester.
8. You have received the maximum number of TAP/APTS payments.
9. Do not meet the income guidelines
10. Do not meet the academic criteria (midterm grades)
11. Do not meet the satisfactory academic progress criteria.
12. Have course drops in the current semester.
13. Are in default of a student loan guaranteed by New York State Higher Education Services Corporation (NYSHESC) or other agency.
14. Do not submit the required New York State tax returns (if you/your parent filed).
15. Do not submit APTS application and signed New York State Tax Return before the end of the tenth week.

For more information regarding the APTS program, please go to: [hesc.ny.gov](http://hesc.ny.gov)



12. Were you eligible to be claimed or were you claimed as a dependent on your parents' New York State or federal tax return for the previous year?

1  YES - If yes, YOU MUST REPORT PARENTS' INCOME below.

2  NO - If no, read and sign the affirmation on the bottom of this page and if married, your spouse must also sign and enter Social Security number. If you have dependents of your own other than a spouse, check this box.

If you answered "YES" to question 12, that is, you were claimed or were eligible to be claimed as a tax dependent, you must report parental income in question 14. If your parents (stepparents, adoptive parents) filed a tax return as married, you must report total income for both parents.

13. EXCLUSION OF PARENTS' INCOME - If your parents are divorced, separated, never married or one of your parents is deceased, report in question 14 the income of the parent with whom you lived most in the previous year or who had custody or would have had custody if you were a minor.

TO EXCLUDE THE INCOME OF YOUR FATHER (Stepfather, adoptive father) OR MOTHER (stepmother, adoptive mother) give the reason by checking the appropriate box. Enter the date of death or separation/divorce and enter the amount of support received if separated/divorced. Only one parent's income can be excluded for separation/divorce.

To exclude FATHER's Income 1  FATHER deceased GIVE EARLIEST DATE   
2  separated or divorced Month Year

To exclude MOTHER's Income 1  MOTHER deceased GIVE EARLIEST DATE   
2  separated or divorced Month Year

Support Amount - Enter the amount of support received for you from the parent whose income is to be excluded. If none, enter zero. \$   
DOLLARS Cents

(Note: Any separation must be by judicial decree or pursuant to an agreement of separation which is filed by a court of competent jurisdiction.)

14. ENTER PARENTS' EXEMPTIONS AND INCOME IN THE BOXES PROVIDED.

For the 2018-2019 academic year students will use prior-prior tax data (2016 tax information) to complete both their federal and New York State financial aid applications. Prior-prior year data will also be used when completing the APTS application for 2018-2019.

Father's Separate Income OR Joint Income with Mother  
Exemptions  \$   
Income   
DOLLARS Cents

Mother's Separate Income  
Exemptions  \$   
Income   
DOLLARS Cents

15. ALL PERSONS WHOSE INCOMES ARE LISTED IN QUESTIONS 11 AND 14 must read and sign the affirmation. AFFIRMATION - I hereby certify that all the information provided by me upon this application is accurate and complete. This information will be accepted for all purposes as the equivalent of an affidavit and, if it contains a false statement, shall subject me to the same penalties for perjury as if I had been duly sworn. I authorize the school to release to Higher Education Services Corporation (HESC) any information requested pertinent to this application. I consent to the verification by HESC of any statement made herein and authorize the NYS Department of Taxation and Finance to release to HESC certified copies of my personal income tax returns. I consent to the release by HESC of such information as may be provided by law or regulation in the course of financial aid program administration.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's SSN

Student's Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's SSN   
First 3 Letters of Father's Last Name

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's SSN   
First 3 Letters of Mother's Last Name

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BRING OR MAIL THE COMPLETED APPLICATION TO YOUR SCHOOL'S FINANCIAL AID OFFICE.**

# Instructions for Preparing an Application for Aid for Part-Time Study

**WHAT IS APTS?** The AID FOR PART-TIME STUDY program is a grant program financed by New York State in conjunction with participating educational institutions throughout the state. The program provides up to \$2,000 per year to help part-time undergraduate students meet their educational expenses.

**WHO IS ELIGIBLE FOR APTS?** To be considered for an APTS award, a student must:

- Be a United States citizen or eligible noncitizen
- Be a legal resident of New York State
- Have graduated from a high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
- Be enrolled as a part-time student
- Be matriculated in an approved program of study in a participating New York State secondary institution
- Be in good academic standing; Have achieved at least a cumulative "C" average after having received the equivalent of two full years of payment of state-sponsored student financial aid
- Be charged at least \$1 00 tuition per year
- Not have exhausted Tuition Assistance Program (TAP) eligibility
- Not be in default on a Federal or State student loan or on any repayment of state awards
- Meet income eligibility limitations

**WHAT ARE THE INCOME LIMITS?** Income means the taxable income as taken from the New York State income tax return plus any state, local or federal pension and annuity income, if applicable.

- If you were claimed as a tax dependent by your parents, family income (i.e., taxable income of student and parents) cannot exceed \$50,550.
- If you were not eligible to be claimed as a tax dependent by your parents, income (i.e., taxable income of student and/or spouse, if married as of December 31st) cannot exceed \$34,250.
- If you were not eligible to be claimed as a tax dependent by your parents but you were eligible to claim dependents of your own other than yourself and/or your spouse, income (i.e., taxable income of student and spouse) cannot exceed \$50,550.

**HOW DOES A STUDENT APPLY FOR AID FOR PART-TIME STUDY?** Complete the application using these instructions. **Mail or bring the completed application to your school's financial aid office. Do not return the application to Higher Education Services Corp. This will delay consideration of your application.**

Read the instructions before making any entries. If you need further help, or if you need clarification of a particular issue, contact your Financial Aid Officer.

**1-4. SOCIAL SECURITY NUMBER, DATE OF BIRTH, NAME, ADDRESS, EMAIL ADDRESS.** Enter all the information requested.

**5. NEW YORK STATE RESIDENT.**

- Check YES if any of the following apply to you...
  - you now reside in New York State AND will be an undergraduate AND you lived in New York State for the last 2 terms of high school, or
  - you were a legal resident when you entered military service, Vista or Peace Corps AND have reestablished New York State residency within 6 months after release from such service, or
  - you have resided in New York State for at least 12 months immediately preceding the first term for which you are seeking aid AND have established domicile (permanent residence) in New York State.
- If the student is a member of the armed forces who is not a legal resident of New York State but who is stationed on full-time active duty in New York State, the residency requirement is waived effective with the 2005-06 academic year. To qualify for the waiver, the student must submit official documentation confirming full-time active duty status and duty station.
- If the student is the spouse or dependent of a member of the armed forces who is not a legal resident of New York State but who is stationed on full-time active duty in New York State, the residency requirement is waived effective with the 2005-06 academic year. The student must submit official documentation confirming both full-time duty status and duty station of the member of the armed forces and the student's status as spouse or dependent of that person.
- Check NO if...
  - you are financially dependent on your parents and neither of them is a New York State resident, or
  - your parents are separated or divorced and the parent with whom you are living is not a New York State resident, or
  - you reside in New York State for the sole purpose of attending college, or
  - none of the above conditions apply to you.

**6. UNITED STATES CITIZENSHIP OR ALTERNATE REQUIREMENTS.** Check the box that applies to you. You must check one of the three boxes. Proof of your status may be required.

**7-8. MARITAL STATUS.** Check the box that applies to you. If you were married as of December 31 st, you must report income information for your spouse in question 11. Enter the month and year you were married or, if separated/divorced or widowed, give earliest date on which you were separated/divorced or widowed. If you are other than SINGLE, enter your spouse's Social Security Number in item 15. (NOTE: Any separation must be by judicial decree or pursuant to an agreement which is filed by a court of competent jurisdiction.)

**9. CHECK "YES"** if you have graduated or will graduate from high school or if you received or will receive a General Education Development (GED) certificate. You may also check "Yes" if you received a passing score on a federally approved examination, as defined by the commissioner of the State Education Department, which demonstrates your ability to benefit from the education being offered. Otherwise, check "No."

**10. EMPLOYER REIMBURSEMENT.** Awards under this program are limited by the actual tuition paid by the student. In considering a student for an award, the institution must take into account other sources of financial aid available.

- Check YES If your employer has paid, or will reimburse, all or part of your tuition for the term(s) for which this application for APTS is made, and enter amount of reimbursement, if known.
- Otherwise, check NO.

**11. ENTER YOUR INCOME IN THE BOXES PROVIDED.**

When completing questions eleven (11) applicant/spouse income and fourteen (14) parents' income you must include any state, local or federal pension and annuity income not reported on your NYS tax return. For purpose of completing this application the term "income" will be the sum of the pension and annuity income added to the NYS taxable income as reported on your state tax return. Enter the "income" on the appropriate line of either question 11 or 14. For the 2018-2019 academic year students will use prior-prior tax data (2016 tax information) to complete both their federal and New York State financial aid applications. Prior-prior year data will also be used when completing the APTS application for 2018-2019.

NOTE: If a state tax return was not filed because your only income was non-taxable pension income, you may reduce the amount of pension income reported on this application. You may deduct the standard deduction and personal exemption that you would have been allowed if you had other income of which to report on your NYS tax form. If your income was or would have been zero (0) subtract the standard deduction and personal exemptions from the pension income before completing questions eleven (11) applicant/spouse income and fourteen (14) parents' income.

**12. WERE YOU CLAIMED AS A TAX DEPENDENT?**

- Check YES and report your parents' income on page 2 of the application if you were claimed as a dependent on your parent's tax return.
- Check NO and sign the affirmation on page 2 of the application if you were not eligible to be claimed as a dependent by your parents. (If married, your spouse must also sign the application.) If you have checked NO but have dependents of your own other than your spouse, also check the second box as indicated.

NOTE: If you were not claimed as a tax dependent on your parent's tax return, you must still report your parents' income in question 14 if you could have been claimed but were not. The criteria for determining whether or not you could have been claimed are detailed in the instruction booklet for filing state and federal tax returns. Generally, you were eligible to be claimed as a dependent if:

- you were single, and
- your parent or parents provided more than one-half of your support in the previous year, and
- your gross income was less than \$3,700. If your income was more than \$3,700, you could still have been claimed if you were under 19 years of age or you were under 24 years of age and a full-time student.

**13. EXCLUSION OF PARENTS' INCOME.** Report in question 14 the income of the parent with whom you lived most last year or who had custody or would have had custody if you were a minor.

The income of a parent can be excluded in the cases of death, divorce or separation which occurred before December 31 st. You should check the appropriate box in question 13 and enter the date and amount of support received on your behalf. (NOTE: Any separation must be by judicial decree or pursuant to an agreement of separation which is filed by a court of competent jurisdiction.)

**14. PARENTS' INCOME.** The instructions for reporting income information are the same as appear in question 11. Report the following incomes: father's (stepfather's, adoptive father's) income and mother's (stepmother's, adoptive mother's) income. If you excluded the income of one parent in question 13, report the income of the other parent in question 14. In addition, enter Social Security Numbers as appropriate in the AFFIRMATION Section. For the 2018-2019 academic year students will use prior-prior tax data (2016 tax information) to complete both their federal and New York State financial aid applications. Prior-prior year data will also be used when completing the APTS application for 2018-2019.

**15. AFFIRMATION.** You MUST sign the application. In addition, if you are married, your spouse must sign and give his/her Social Security Number. If your parents were required to provide income information in question 14, they must sign and give their Social Security Numbers and the first three letters of their last name.

In signing this AFFIRMATION you are acknowledging that you have read, understood and accepted the conditions described in the AFFIRMATION appearing on the application form.

**DISCLOSURE OF SOCIAL SECURITY NUMBERS**

Disclosure of your Social Security Number and the Social Security Numbers of members of your family is mandatory and has been authorized by NYS Education Law § 661 subdivision (2).

We need these numbers to verify your identity, to process your application, to keep track of your records and to verify reported incomes from the New York State Department of Taxation and Finance.

**NO DISCRIMINATION ON THE BASIS OF DISABILITY**

We do not discriminate against handicapped persons in our employment practices or in the administration of our programs, activities or services.