

APTS

NEW YORK STATE'S PROGRAM OF AID FOR PART-TIME STUDY

2024–2025

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 award a student must:

- Submit APTS application to the Financial Aid office in addition to applicable 2022 state tax documents
- Be working toward an undergraduate degree as a part-time student registered for at least 3 credits but fewer than 12 credits per semester
- Maintain good academic standing including having 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 a legal resident of New York state
- Be a U.S. citizen or eligible noncitizen
- Meet the income limits (see below)
- 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
- Have graduated from a high school in the United States or have earned a United States GED.

WHAT ARE THE INCOME LIMITS? Income means the net taxable income plus any state, local, or federal pension, and any private pension and annuity income.

- If you were claimed as a tax dependent by your parents, family income (i.e., 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., income of student and/or spouse, if married as of Dec. 31) 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., 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 at www.sunyempire.edu/AidForms. **If you and/or your spouse (and parents if dependent) filed a 2022 New York state income tax return, you *MUST* submit a SIGNED copy of the NYS tax return with this application to be considered for an APTS award.**

STUDENT ID NUMBER, DATE OF BIRTH, NAME, ADDRESS. Enter all the information requested.

1. 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 two terms of high school; or
 - You were a legal resident when you entered military service, Vista or Peace Corps, **and** re-established New York state residency within six months after release from 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 an established domicile (permanent residence) in New York state.
- 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.
- If you (or your spouse if married, or parent(s) if dependent) are a member of the armed forces and stationed on full-time active duty in New York state, residency requirements may be waived by submitting official documentation confirming full-time active duty status and duty station.

- 2. 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.
- 3-4. MARITAL STATUS.** Check the box that applies to you. If you were married as of Dec. 31, you must report income information for your spouse in question 7. 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 the affirmation section. (**Note:** Any separation must be by judicial decree or pursuant to an agreement which is filed by a court of competent jurisdiction.)
- 5. CHECK "YES"** if you have graduated or will graduate from a U.S. high school or if you received or will receive a General Education Development (GED) certificate. You also may check **"Yes"** if you received a passing score on a federally approved examination which demonstrates your ability to benefit from the education being offered. Otherwise, check **"No."**
- 6. 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 or other third-party source has paid, or will reimburse, all or part of your tuition for the term(s) for which the application for APTS is made, and enter amount of reimbursement, if known.
 - Otherwise, check **"No."**
- 7.** Check all terms that you plan on enrolling in at least 3 credits but less than 12 credits during the 2024–2025 aid year.
- 8.** Enter your New York state net taxable income (NTI) in the boxes provided.
- 9. 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 by your parents' 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 parents' tax return, you must still report your parents' income in question 11 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.
- 10. EXCLUSION OF PARENTS' INCOME.** Report in question 11 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. You should check the appropriate box in question 10 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.)
- 11. PARENTS' INCOME.** The instructions for reporting income information are the same as appear in question 8. 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 10, report the income of the other parent in question 11. In addition, enter Social Security numbers as appropriate in the **Affirmation** section.

12. Students enrolled in 6-11 credits MAY be eligible to receive a prorated NYS TAP award. In addition, NYS Student Aid regulations allow for students to 'stack' NYS Part Time aid programs up to the amount of tuition. However, there may be a negative impact on future NYS aid eligibility by electing this option.

Utilizing both APTS and Part-Time TAP programs during one semester may result in any of the following scenarios:

a. Student will use lifetime TAP payment points at a faster rate, limiting the overall number of semesters a student is eligible to receive NYS aid. This could result in a student running out of NYS aid prior to completing the degree. Students are allowed to receive up to 48 TAP payment points over the course of their lifetime. A full time Tap Payment uses 6 payment points.

Part Time Tap awards use payment points at the following rate:

6 Credits = 3 TAP payment points

7 Credits = 3.5 TAP payment points

8 Credits = 4 TAP payment points

9 Credits = 4.5 TAP payment points

10 Credits = 5 TAP payment points

11 Credits = 5.5 TAP payment points

NYS APTS program utilizes only 3 payment points for students enrolled in 3-11 credits.

b. Student may fail Good Academic Standing eligibility standards for NYS aid by not earning enough credits at a part time status to keep up with the number of payment points they are using when stacking programs.

c. Student could use more than 6 TAP payment points in the FALL term, resulting in fewer available points for the SPRING term. Students can receive a maximum of 12 TAP points per academic year (with the exclusion of Accelerated Summer TAP).

AFFIRMATION. You **must** sign the application. In addition, if you are married, your spouse must sign. If your parents were required to provide income information in question 11, they must sign and give the first three letters of their last name. In signing this **Affirmation** you are acknowledging that you have read, understand, and accepted the conditions described in the **Affirmation** appearing on the application form.

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.