

AID FOR PART-TIME STUDY

Are you a **part-time student**
seeking **more** grant aid?

If you are:

- An Undergraduate *and*
- Enrolled for more than 3 but less than 12 credits *and*
- A New York State resident

You may be eligible for up to \$2000 Aid for Part-Time Study (APTS) Grant for the academic year.

Please submit your application to the NYU Office of Financial Aid as soon as possible.

**New York University
Aid for Part-Time Study Applicants
Summer 2004/Fall2004/Spring2005**

Students applying for the New York State grants, Aid for Part-Time Study (APTS), are awarded based on New York State criteria (as listed on the instruction sheet) as well as New York University criteria. To be considered students must complete both the New York State application and the NYU application. Applications should be submitted simultaneously and are not considered complete unless all supporting documentation is attached.

To be considered for APTS at New York University the student must file a 2004-2005 Free Application for Federal Student Aid (FAFSA). The information must be released to New York University and must be received by the APTS deadline for the semester for which the student is applying. Students whose last or only semester at NYU will be the summer 2004 must use the 2004-2005 FAFSA. Once the information is received the applicant will be reviewed for APTS eligibility based upon financial need (as determined by the results of the needs analysis). Need is taken into account after the Federal Pell Grant, tuition remission benefits (NYU or other employer) and any outside scholarships, if applicable, are taken into consideration. Then if there is financial need the student will be awarded APTS until the need is met (up to \$1000 per semester, or \$2000 maximum for the academic year which encompasses summer, fall, and spring) and upon the availability of funds.

Students who receive employer tuition remission (NYU or other) must indicate the dollar amount of tuition remission they expect to receive on the APTS application. Employer tuition remission is considered part of a student's financial aid package. The APTS award can only cover a student's tuition expenses.

Students must be in good academic standing as determined by the University's satisfactory academic progress standards as well as New York State's standards. Students on an aid extension for progress standards are not eligible to receive APTS.

Awards depend upon the amount of funding available which varies greatly from semester to semester. It is advisable for the student to apply for all the semesters for which the student wishes to be considered for APTS within one academic year on one application.

This general summary for NYU's Aid for Part-Time Student recipient guidelines may be revised periodically. Please contact the Office of Financial Aid if any clarification is needed.

The 2004-2005 APTS Deadlines are:	Summer 2004:	July 16, 2004
	Fall 2004:	October 15, 2004
	Spring 2005:	February 18, 2005

**New York University's Aid for Part Time Study Application
Part I**

Attached please find the draft application for Aid For Part-Time Study for the summer 2004, fall 2004, and spring 2005 sessions. New York State Higher Education Services Corporation has not yet mailed the official applications for the 2004-2005 academic year due to the uncertainty of State aid programs for the coming fiscal year.

We are using this draft application in an effort to gather all required documentation now rather than wait for N.Y.S. Once we receive word regarding the availability of APTS funds, we will review each application and award accordingly if the official form is not significantly different. If there are funds and the official form is different, we will write to you for additional information. Please note there are University policies that determine eligibility in addition to those established by N.Y.S. Be sure to read the criteria for selection for New York University (see attached).

1. _____
Last Name First Name
2. _____
Social Security Number
3. () _____ () _____
Home Telephone Work Telephone
4. Expected Graduation Date: _____
5. Division of NYU:
_____ CAS _____ Steinhardt _____ Stern _____ TSOA
_____ GAL _____ SSW _____ SCPS Other _____
(Specify Program)
6. Exact number of points you will register for:
_____ Summer 2004 _____ Fall 2004 _____ Spring 2005

SPECIAL INSTRUCTIONS:

NEW - *If you are applying for Summer 2004, you must also complete a 2004 NYU summer aid application *
(available in the Office of Financial Aid/our website, www.nyu.edu/financial.aid)

- * Permanent Resident Aliens are required to submit a photocopy of their I-151 or I-1551 alien registration card (front and back).
- * Refugees and Paroled Refugees are required to submit a photocopy of their I-94 permit.
- * If your parents filed a 2003 New York State tax return, and you answer "yes" to question #12 on the NYS application, a signed copy MUST be attached.
- * If a 2003 Federal return ONLY was filed, a signed copy must be attached.
- * If no 2003 tax return was filed, please explain: _____
- * Please log on to HESC website: www.HESC.com and check how many TAP/APTS points you have used, please specify number of points: _____ as of _____ (today's date)

I understand that filing this application does not guarantee that I will receive an A.P.T.S. award, nor do I expect to receive a credit to be used for payment. I realize that the New York State legislature has not yet made a decision on the availability of A.P.T.S. funds for the 2004-2005 academic year, and in the event that such funds are unavailable, I am aware that I must still make payments to New York University for the classes for which I have registered.

Student Signature: _____

Date: _____

(Please continue on to Part II)

**New York University's Aid for Part Time Study Application
Part II**

Satisfactory Academic Progress for A.P.T.S. Recipients

If you are awarded A.P.T.S., you will be required to maintain the following criteria to remain eligible:

1. Be a part-time student:

*Register for at least 3 points and no more than 11 points in the awarded semester(s).

2. Maintain satisfactory academic progress:

*Complete all registered classes with grades of A, B, C, D, or P (not "N").

*Maintain a cumulative grade point average of a 2.0 or better, each semester.

*Maintain progress per your program standards (see www.nyu.edu/financial.aid/progress.html)

Applicant's Signature

Date

To be considered for A.P.T.S. your application must be complete (including both NYU and NYS applications, all supporting documents, and the FAFSA, which must be electronically received by NYU) and submitted by the following deadlines:

Summer 2004: July 16, 2004

Fall 2004: October 15, 2004

Spring 2005: February 18, 2005

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:

- be working toward an undergraduate degree or enrolled in a registered certificate program as a part-time student enrolled for 3 but fewer than 12 semester hours per semester (or 4 but fewer than 8 semester hours per trimester)
- 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 resident of New York State
- be either a U.S. citizen, permanent resident alien, or refugee
- meet the income limits (see below)
- not have used up Tuition Assistance Program (TAP) eligibility
- have a tuition charge of at least \$100 per year
- not be in default of a Federal Family Education Loan

NOTE: In addition to the above, students who received a state-sponsored award for the first time in the 1996-97 academic year and thereafter must be a high school graduate, or receive the equivalent of a high school certificate, or receive a passing grade on a federally approved examination.

WHAT ARE THE INCOME LIMITS? Income means the net taxable income as taken from the New York State income tax return.

- If you were claimed as a tax dependent by your parents, family income (i.e., net 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., net 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., net 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. 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.
- 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 31st, 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 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 Net Taxable Income (NTI) in the boxes provided. Contact your Financial Aid Office if you have any questions.
- 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 \$2,900. If your income was more than \$2,900, 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 31st. 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.
- 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.