

# 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 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, 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.

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 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.

## Aid for Part-Time Study (A.P.T.S.) Application

Academic Year 2 0 1 8 1 9

**Submit this completed application to your school's Financial Aid Office.**

Hudson Valley Community College

SCHOOL NAME

1. Social Security Number

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2. Date of Birth (Use numbers only)

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Month      Day      Year (CCYY)

3. Last Name

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First Name

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4. Address: number, street, apartment

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City or Town

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State

--	--

Zip Code

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Home Phone Number

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Work Phone Number

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E-mail Address \_\_\_\_\_

5. Are you a legal resident of New York State? (See instructions on page 1.)     Yes     No

6. Check the box that applies to your citizenship status.

Citizen     Eligible Non-Citizen     Not a Citizen or Eligible Non-Citizen

7. Marital status (Check only one box. See instructions on page 2.)

Unmarried (single, divorced or widowed)     Married     Separated

8. If married, enter the date you were married. If separated/divorced or widowed, enter the earliest date on which you were separated/divorced or widowed.

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Month      Day      Year (CCYY)

9. Have you graduated, or will you graduate from high school; or have you received or will you receive a high school equivalency diploma?

Yes     No

10. Will all or part of your tuition charges be paid or reimbursed by an employer?     Yes     No

If yes, enter amount per semester. For Fall 2018 \$ \_\_\_\_\_ For Spring 2019 \$ \_\_\_\_\_

**APPLICANT/SPOUSE (IF MARRIED) INCOME STATEMENT – (All applicants must answer Questions 11 and 12).**

11. Enter number of dependent exemptions (item H) and net Taxable Income (line 37) from your 2016 form IT201.

Applicant's Separate NTI OR Joint NTI with Spouse															
Exemptions	Income														
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Spouse's Separate NTI Only															
Exemptions	Income														
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<b>Check the box if applicable:</b>
<input type="checkbox"/> I did not file a NYS tax return for 2016





# 2018-2019 Aid for Part Time Study

## Application Deadlines:

Fall 2018: September 7, 2018

Spring 2019: February 1, 2019

- Read ALL Certification Statements below. Sign and date where indicated.
- Read and complete the APTS Eligibility Requirements on the back of this page.
- Complete the attached APTS Application. Provide all required signatures.
- Submit signed copies of your 2016 New York State Tax Return (Form IT201 or IT203). Dependent students must also submit signed copies of their parents' 2016 New York State Tax Return. If a New York State return was not filed, submit a signed copy of the appropriate 2016 Federal Tax Return. All signatures are required and must be provided in the appropriate space on page 4 of the tax return.
- Return all of the above documents to the Financial Aid Office in Guenther 110.

## CERTIFICATION STATEMENTS

I have read and understand the Aid for Part-Time Study Application, Instructions and Eligibility Requirements. By signing this form, I am stating that, to my knowledge, I have completed the process and meet all of the eligibility requirements.

I understand that awards will be determined and confirmed in writing. This confirmation will occur no earlier than the 10<sup>th</sup> week of classes each semester but could be later due to processing time.

I understand that if I owe a balance on my tuition, my APTS award will pay the amount due to Hudson Valley Community College. If am due a refund, it will be issued to me within 45 day after I am notified in writing of my award.

I understand that if I have applied for APTS for the Fall 2018 semester, my application will automatically be reviewed for the Spring 2019 semester.

I understand that I may not receive more than one state grant in any given semester (i.e. TAP, Part-Time TAP OR APTS). I confirm that this application for APTS authorizes Hudson Valley Community College to decertify any other award I may qualify to receive.

I understand that the total amount of financial aid assistance (i.e. grants, scholarships, student loans, tuition assistance) I receive cannot exceed my Cost of Attendance (COA). I will consult with the Financial Aid Office before accepting this award to ensure I fully understand the impact it may have on my financial aid package.

I understand that if I am awarded APTS it will be factored in to my COA and that the Financial Aid Office may have to adjust other forms of financial aid on my account to avoid over-awarding me.

If I choose to rescind my APTS application, I will notify the Financial Aid Office in writing before the end of the term.

Student Name	SSN
Student Signature	Date

HVCC Financial Aid Office  
80 Vandenburg Ave  
Troy, NY 12180

Phone 518-629-7150  
Fax 518-629-7479  
[financialaid@hvcc.edu](mailto:financialaid@hvcc.edu)

Guenther Room 110  
Monday-Friday  
8AM-5PM

**2018-2019 AID FOR PART-TIME STUDY (APTS)**  
**ELIGIBILITY REQUIREMENTS**

I understand that in order to qualify for Aid for Part-Time Study, I must:

1. Have a valid and signed 2018-2019 Free Application for Federal Student Aid (FAFSA) on file with HVCC by the APTS application deadline.
2. Be a legal resident of New York State, and a United States Citizen or eligible non-citizen.
3. If required, I must pass an approved Ability to Benefit (ATB) placement test prior to the end of the add/drop period for the semester.
4. Be a matriculated student in an approved degree program.
5. Be registered in 6 to 11 degree applicable semester credit hours. If I am registered for at least 3 credit hours, I may be considered for an award, if funding permits. I understand that priority is given to students registered for at least 6 credit hours. I also understand that I do not qualify for APTS for remedial, sprint or courses I am repeating.
6. Have achieved an overall cumulative Grade Point Average (GPA) of 2.00 or better.
7. Complete at least 50% of the minimum part-time load in each term of study for the first year, 75% in the second year and 100% in the third and succeeding years for which an APTS award is received.
8. Meet the Good Academic Standing requirements as published in the Hudson Valley Community College Catalog and website.
9. Have not exceeded the income limits, as listed on the "Instructions for Preparing an Application for Aid for Part-Time Study" in this packet.
10. Not have exhausted my Tuition Assistance Program (TAP) eligibility.
11. Continue to participate in classes.

Student Name:
Phone Number:
Address: