



## Financial Aid

MONROE COMMUNITY COLLEGE

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

**WHAT IS APTS?** The AID FOR PART-TIME STUDY or APTS program is a grant program financed by New York State in conjunction with participating educational institutions throughout the state. The program is intended to provide additional financial help to part-time undergraduate students needing to 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
  - The Ability to Benefit provision requires a student to show an ability to benefit from postsecondary education. The placement testing process is used to assure compliance that the Ability to Benefit requirements are met.

To meet ATB requirements, minimum test scores in the following areas are REQUIRED:

- ACCUPLACER 34 Arithmetic, 55 Reading, 60 Sentence Skills
- ACCUPLACER 34 Arithmetic, 43 CELSA
- Be enrolled as a part-time student with at least three credit bearing hours per term and at least one class running the duration of the 15 week semester
- Be matriculated in an approved program of study in a participating New York State secondary institution
- Be in good academic standing; 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

**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 the Financial Aid Office by calling 585-292-2050 or by emailing [financialaid@monroecc.edu](mailto:financialaid@monroecc.edu).

## INSTRUCTIONS:

**1-4.** STUDENT MOO ID NUMBER, DATE OF BIRTH, NAME, ADDRESS, EMAIL ADDRESS. Enter all 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 student 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 any of the following apply to you:

- 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.

- Be charged at least \$100 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
- 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.

**7-8. MARITAL STATUS:** Check the box that applies to you.

If you were married as of December 31<sup>st</sup> 2015, 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 (month, year) on which you were separated/divorced or widowed. If you are other than SINGLE. (NOTE: Any separation must be by judicial decree or pursuant to an agreement which is filed by a court of competent jurisdiction.)

**9.** Did you graduate from a high school in the United States? Or, have you received a GED?

If so, check "YES".

**Otherwise, check "NO."** Please note this does not disqualify you from receiving this type of state aid, however you must have valid high school completion records on file with the Admissions Office AND demonstrate your Ability to Benefit from the education being offered. This occurs by having received a passing score on an approved examination, as defined by the commissioner of the State Education Department, such as the placement exam scoring guidelines outlined on pg. 1 of the instructions (see "Who is Eligible").

**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. The amount of reimbursement is required.

**Otherwise, check "NO".**

**11. FILING STATUS:** Enter your response in the boxes provided.

**12. STUDENT/SPOUSE INCOME:** Enter your and/or your spouse's exemptions and income AND required pensions and annuity income in the boxes provided.

**13. 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 prior year 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 \$3,100. If your income was more than \$3,100, 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.

**14. EXCLUSION OF PARENTS' INCOME:** The income of a parent can be excluded in the cases of death, divorce or separation which occurred before December 31<sup>st</sup> of the tax year in question. 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.)

**15. PARENT'S FILING STATUS:** Enter your PARENT'S response in the boxes provided.

**16. PARENTS' INCOME:** Enter your parent's exemptions and income AND required pensions and annuity income in the boxes provided. Report in question 16 the income of the parent with whom you lived with most last year or who had custody or would have had custody if you were a minor. The instructions for reporting income information are the same as appear in question 12. Report the following incomes: father's income (stepfather's, adoptive father's) and mother's income (stepmother's, adoptive mother's). If you excluded the income of one parent in question 14, report the income of the other parent in question 16.

**17. 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 13, they must also sign the application. 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.

**\*\*\*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

## ELIGIBILITY CHART

PAY POINTS*	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>	16 <sup>th</sup>
(POP) Student must have completed with grades of A, B, C, D, or F this many credits in semester last completed	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
and																
(SAP) Student must have accrued this many credits toward graduation	0	3	6	9	12	15	18	24	30	36	42	48	54	60	66	72
and																
(GPA) Student must have earned this grade point average	0	.50	.50	.75	.75	1.30	1.30	1.50	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

\*APTS – 3 pay points per semester

\*TAP – 6 pay points per semester



