NYS Higher Education Services Corporation
Certification
SUNYFAP 2017

Agenda

• TAP Process
• Good Academic Standing
  – Pursuit of Program
  – Satisfactory Academic Progress
  – Tap Waivers
• Rosters – Mainframe and Consolidated Scholarship
Evaluating Student Eligibility

• HESC
  – Citizenship
  – New York State residency
  – Income eligibility
  – Financial independence
  – Not in default on a state or federal student loan
Citizenship

• Federal requirements
• Title IV eligibility

NYS Resident

• Who is:
  – Resides permanently in NYS
  – Can evidence domicile/permanent abode
  – Member of Armed Forces stationed in NYS and immediate family members
  – Financially dependent on parents who are also legal residents of NYS
  – Financially-dependent student is considered resident of state where parents reside

• Who isn’t:
  – Merely living in NYS to attend college
  – Cannot evidence domicile/permanent abode
  – Financially dependent on parents who reside in another state
Residency - Points

• Legal resident 12 months prior to term
• Parents retired to Florida
  – If claimed as dependent, student is now FL resident
  – Ineligible for TAP
• Residency appeal
  – Log into HESCWeb and request a Residency Questionnaire
  – HESC will evaluate

Residency

• Warning signs
  – Parents have non-NYS address
  – Student off-campus address not in NYS
  – HS diploma not from New York school
• Consult with HESC
  – Don’t certify if unsure
  – Log onto HESCWeb-Student Record Maintenance to request RFI or Residency Questionnaire be sent to student
• Send documents using DocTrac
  – E-mail: doctrac@HESC.ny.gov
  – Fax: (518) 473-1414
Income Eligibility

- Income determines award
- What is income?
  - NYS Net Taxable Household Income
  - Pensions not included on tax return
- HESC verifies income with NYS Department of Tax & Finance

Maximum Income

<table>
<thead>
<tr>
<th>Status</th>
<th>Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent or married with dependents</td>
<td>$80,000</td>
</tr>
<tr>
<td>Independent, single with dependents</td>
<td>$80,000</td>
</tr>
<tr>
<td>Independent, married, no dependents</td>
<td>$40,000</td>
</tr>
<tr>
<td>Independent, single, no dependents</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

- Dependent also includes a student who is an orphan, a ward of the court or in foster care
Financial Independence – Basic Conditions

- Does not and will not live with parents for more than six weeks during preceding, current and future tax year
- Did not receive support from parents exceeding $750 during preceding, current and future tax year
- Is not claimed as dependent on parent(s) tax return(s) for preceding or current tax year
- Honorably discharged from US military and not claimed by parents for preceding or current tax year

Financial Independence – (cont.)

- 35 yrs. as of June 30 of academic year
  - June 30, 2017, for 2017-18
- 22-35 yrs. as of June 30 and meet basic conditions
- Married on or before December 31 preceding academic year and meet basic conditions
- Previously approved for financial independence and meet basic conditions
- Under 22 yrs.
  - Meet basic and special conditions
Financial Independence – Special Conditions

- Under 22
- Both parents are
  - Deceased; or
  - Totally and permanently disabled; or
  - Declared incompetent
- Applicant receives public assistance
- Applicant is ward of the court
- Involuntary dissolution of family unit

High School Diploma

- Diploma or certificate from high school within US
- Equivalent exam acceptable to NYS Education Dept.
  - TASC - Test Assessing Secondary Completion
- Passing score on Ability to Benefit Test (ATB)
- Homeschooled students  - Superintendent letter is acceptable
- Document in student file
Schools Responsibilities for Certification

School responsibilities

- High School diploma
- Approved program of study
- Enrolled
  - Study abroad
  - Out of state study
- Matriculated status
- Full-time status
- Good academic standing
- Level of study
Matriculated

• Applied for admission at school offering approved program
• Enrolled in courses fulfilling degree requirement

Full-Time

• 12 credits or more per semester toward degree program requirements
• No repeated courses for better grade
• Can retake failed course if Good Academic Standing requirements are not met
Good Academic Standing

- Two components for measurement:
  - Pursuit of Program (POP)
    - Measure of **effort** to complete a program
  - Satisfactory Academic Progress (SAP)
    - Measure of **achievement** of earning credits toward a degree or certificate with specified GPA
- Evaluated each term at certification

Good Academic Standing - POP

- Student must receive a passing or failing grade in a certain percentage of courses each term
- Based on number of TAP payments student has received
Good Academic Standing - POP

<table>
<thead>
<tr>
<th>Payment</th>
<th>Must Receive Grade for</th>
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</thead>
<tbody>
<tr>
<td>1, 2</td>
<td>50% of min. full-time requirement (6 credit hrs./semester)</td>
</tr>
<tr>
<td>3, 4</td>
<td>75% (9 credit hrs.)</td>
</tr>
<tr>
<td>5 or more</td>
<td>100% (12 credit hrs.)</td>
</tr>
</tbody>
</table>

Good Academic Standing - SAP

- Accumulate a specified number of credits
- Achieve a specified cumulative grade point average each term
- Based on number of TAP payments students have received
- C average requirement after 4th payment
Good Academic Standing - SAP

<table>
<thead>
<tr>
<th>Before Certification for this Payment</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Must Have Accrued at Least</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>66</td>
<td>81</td>
<td>96</td>
<td>111</td>
</tr>
<tr>
<td>With at Least this GPA</td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Beneficial Placement

- Applies when State student aid recipient in good standing transfers to another institution or changes academic programs within same institution
- Student is repositioned on SAP chart (only once) based on number of credits earned or number of payments received, whichever is more beneficial to student
- Beneficial placement applies only to satisfactory academic progress
Beneficial Placement

• Beneficial placement does not have a bearing on POP requirement
• Students must still meet 2.0 GPA requirement if they have received two or more years of payment, even if they are repositioned at a point on the chart where a GPA of less than 2.0 is required

Exceptions and Waivers

• Americans with Disabilities Act (ADA)
  – May be eligible for TAP for 3 credits or more (1 class)
• Medical/Health Waiver
  – Serious illness or other adverse physical condition which requires restricting student’s program of study
  – Combine course work of multiple terms to meet full-time study requirement
  – Medical documentation
• Document special conditions in student file
Waivers

• One-time GAS waiver
  – Extenuating circumstances
  – Possible if institution makes waiver criteria and procedures available to students and the public
  – Based on school’s *published* criteria

• C average waiver
  – Death of relative
  – Student illness or injury
  – Extenuating circumstances

• Document all waivers

Certification Process
Rosters

• Mainframe Rosters (HE8069)
• Consolidated Scholarship Rosters (SU069)
### Code Explanations

1. Eligible
2. Tap No Scholarship
3. Withdrawn with Tuition Lability
4. Not Registered
5. Not Full-Time
6. Not Matriculated
7. Does not meet Accelerated Study requirements
8. Not in Good Academic Standing
9. Miscellaneous

### Certification Components

- **When?**
  - HESC processes no earlier than 14 days after term start date
  - 60 days from roster date or 30 days from end of term, whichever is later
- **Other benefits**
- **Enrollment status** – “FT”
- **Academic waiver** – GAS waiver only
- **Five-year program?**
TAP Certification Processing Flow

- HESC creates rosters from approved applications
- School certifies, corrects rosters and returns to HESC
- HESC gathers all certification data daily, processes Thursday night, releases remittance advices Friday
- Changes may be made to certifications prior to and after processing

Questions?
Thank You

• HESC Contact:
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  Director of Grant and Scholarship Programs
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