

How To File Your 2008-09 Financial Aid Applications

BMCC SUPPORTS WEB-BASED FINANCIAL AID SERVICES.
FOLLOW THESE EASY STEPS FOR FAST ACCURATE FILING:

1. File your 2008-09 FAFSA on the Web at: www.fafsa.ed.gov

- Have your (and your parents', if required) 2007 federal and state tax returns and other financial documents ready before you begin
- Complete a FAFSA on the Web Worksheet available in column #1 on the FAFSA on the Web homepage.
- Select "Fill Out Your FAFSA" from column #2 on the homepage. Be sure to choose "2008-09 FAFSA" from the application choices.
- When prompted, use your PIN to access and sign your FAFSA. If you are dependent, one of your parents must sign with his or her own PIN. *If you (or your parent) needs a PIN, request one at: www.pin.ed.gov. You will be able to view your PIN instantly online or have it sent to you by email immediately. If you don't use a PIN, you must print and mail a signature page.*
- New for 2008-09: If you completed a FAFSA last year, select the "pre-fill" option to have certain information from last year's FAFSA automatically carry over to your 2008-09 FAFSA.
- Provide a valid email address when submitting your FAFSA. You will receive an e-mail with a link to your Student Aid Report (SAR) in as little as 3-5 days.
- If you are dependent, you must report your parents' names, social security numbers, and dates of birth or your application will be rejected.
- Select the "Submit My FAFSA Now" button at the bottom of the form. You will be taken to a Confirmation Page that shows a Confirmation # and an estimated Expected Family Contribution (EFC).

• Print a copy of the application information and the Confirmation Page for your records. Proceed immediately to **Step 2**.

2. File your TAP on the Web application

- While on the Confirmation Page, click on the link for New York State residents located below the Confirmation # on the screen. Provide the requested authentication information to access your TAP on the Web application
- Review and correct the pre-printed answers and provide additional information, including NYS taxable income amounts from IT 150/201 forms for you, your spouse or your parents, as appropriate to your situation.

- If you miss the link to TAP on the Web when filing your FAFSA, you may apply for TAP after your FAFSA is processed at: www.tapweb.org/totw.

BMCC School Codes: FAFSA Code: 002691, TAP Code: 1404

Alternative Process

- Electronic filing is the preferred way for BMCC students to apply for financial aid. If you wish, you may complete and mail a paper FAFSA. Download a paper FAFSA from: http://federalstudentaid.ed.gov/fafsa/fafsa_options.html.
- If you don't complete TAP on the Web, you will be mailed or emailed several reminders to do so. If you don't respond to these reminders, you will be sent a paper TAP application.

Office of Financial Aid

Rm. N340 • Phone: 212.220.1430 • Fax: 212.220.2368

Office Hours**

Monday	9am–5pm
Tuesday	*9am–7pm
Wednesday	*9am–7pm
Thursday	9am–5pm
Friday	9am–12n

* Evening hours apply only when classes are in session.
** Check with FAO for summer hours, June–August

Financial Aid Web Lab, Room N764

Monday–Thursday	10am–6pm
Friday	9am–12n

Web Addresses

BMCC Office of Financial Aid
www.bmcc.cuny.edu/finaid/

FAFSA on the Web
www.fafsa.ed.gov

Direct Loans Entrance Counseling
www.dl.ed.gov

TAP on the Web
www.tapweb.org/totw/

AMS Tuition Payment Plan
www.tuitionpay.com

BMCC Telephone Numbers

Admissions	212-220-1265
Bursar	212-220-1300
Registrar	212-220-1290
Federal Work-Study	212-220-1430

Useful Telephone Numbers

FAFSA Application Processing Status	800-433-3243
Duplicate Student Aid Report Requests	800-433-3243
PIN/FAFSA-on-the-Web Technical Assistance	800-433-3243
NYS TAP Processing	888-697-4372
Direct Loan Servicing Center	800-848-0979
Selective Service	847-688-6888
Internal Revenue Service	800-829-1040
AMS Tuition Payment Plan	800-635-0120
HESC Loan Default	800-666-0991
U.S. Department of Education Collections	800-621-3115



Financial Aid Pocket Guide

September 2008–June 2009 Award Year

Priority Filing Period: January 1, 2008–April 15, 2008

Application Checklist

You are not finished until all four answers below are **Yes**

1. Have you filed your 2008-09 FAFSA on the Web?

NO File your 2008-09 FAFSA on the Web at: www.fafsa.ed.gov. See the "How To File Your 2008-09 Financial Aid Applications" panel inside for more details.

YES When you have submitted your FAFSA on the Web data, click on the link for New York State residents on the FAFSA Confirmation page and complete TAP on the Web.

2. Have you filed your 2008-09 TAP on the Web?

NO If you did not complete TAP on the Web during your FAFSA on the Web session, you will be mailed or emailed, after your FAFSA is processed, a reminder to file TAP on the Web.

YES If you have completed #1 and #2 above, you will be mailed or emailed a Student Aid Report and a TAP Award Certificate.

3. Have you received a Student Aid Report (or SAR) by mail or email?

NO If it has been more than 10 days since you filed your FAFSA on the Web, use your PIN to access your SAR at: www.fafsa.ed.gov.

YES Review your SAR and make necessary corrections at: www.fafsa.ed.gov. Be sure to respond to any requests from our office for additional information.

4. Have you received a TAP award certificate?

NO If it's been more than 3 weeks since you filed TAP on the Web and you have not received a response, check your TAP application status at: www.hesc.org.

YES Make sure that BMCC is the college name associated with your TAP application.

Check your Financial Aid Status on PANTHER

After July 1, 2008, log on to PANTHER at www.bmcc.cuny.edu to check your financial aid status. If you have any questions, contact our office prior to registration.

Borough of Manhattan Community College • CUNY
Office of Financial Aid

Additional Information

Applying for financial aid at BMCC requires that you file two applications:

1. Free Application for Federal Student Aid (FAFSA) is used to determine eligibility for the following programs: Federal Pell Grant, Federal Work-Study, Federal SEOG, Academic Competitiveness Grants, Federal Perkins and Federal Direct loans.

2. New York State Tuition Assistance Program (TAP) Application is used for NYS full-time (TAP) and part-time (PTAP & APTS) tuition assistance.

If you file your FAFSA on the Web, you will be able to apply for TAP on the Web as well. If you do not file FAFSA on the Web, you will be sent reminders to file TAP on the Web (or a paper TAP application) after your FAFSA is processed.

Check the "How to file" panel of this guide for more details on filing these applications or visit our online Financial Aid Office at: www.bmcc.cuny.edu/finaid/.

Eligibility Requirements

To receive federal and state-sponsored financial aid, you must be a U.S. citizen, or permanent resident, enrolled in a degree program and making satisfactory academic progress.

Additional eligibility requirements for each aid program are discussed in more detail at our online Financial Aid Office: www.bmcc.cuny.edu/finaid/.

Taking Care of Business On Time

Filing your applications by the April 15, 2008 priority deadline can help you avoid registration delays and course cancellations.

We are committed to working with you to resolve any problems with your applications but we need your help! Our office must often request additional information or documents to complete the processing of your application. Please respond promptly to all such requests. Most delays in processing result from delayed responses.

Don't wait until the day your bill is due. It can take 2 weeks or longer to finalize your award status AFTER you submit the requested information.

Help With Your Tuition Bill

Allow at least 4–6 weeks processing time for your financial aid applications. The college will credit financial aid awards to your tuition charges only if your applications have been processed and all questions resolved by the Financial Aid Office. If the Bursar's Office does not have enough information for your awards to print on your bill, you will be expected to settle the bill from your own resources until processing of your financial aid applications are completed.

You can make arrangements to pay your tuition in monthly installments at: www.tuitionpay.com or call 800-635-0120.

Transfer Students

- BMCC must be included as one of your school choices on your SAR in order for you to receive federal student aid at this college. You may use your PIN to add BMCC to your application record at: www.fafsa.ed.gov. [BMCC Federal Code = 002691]
- You must submit a college code change to HESC for your New York State Tap award to be transferred to BMCC. You may update your TAP college code at: www.hesc.org. [BMCC TAP College Code = 1404]

How Financial Need is Determined

Financial need determines your financial aid award eligibility. Need is calculated by taking the difference between your cost of attendance (COA) and your expected family contribution (EFC). When your FAFSA is processed, your application information is put through a computer analysis using a standard formula that calculates your EFC. Your EFC is the amount you and your family are expected to contribute towards your COA.

BMCC's COA for the most recent academic year consists of your actual tuition and fees plus the applicable budget (see below) for your category. The item allowances in the budgets are revised annually by CUNY using a reasonable average cost based on federal guidelines, Bureau of Labor Statistics and other data.

Tuition Rates*	In-State	Out-of-State
Full Time(12 cr)	\$1,400.00	\$190.00/cr
Part Time	\$120.00/cr	\$190.00/cr
Student Fees*	Full Time: 133.85	Part Time: \$74.35

*Tuition and Fees are current as of December 2007

2008–09 Budgets	Living with Parents	Living Away from Parents*
Books & Supplies	\$1016.00	\$1016.00
Transportation	\$850.00	\$850.00
Lunch	\$1,020.00	\$1,020.00
Housing	\$1,500.00	\$7,425.00
Personal	\$1,686.00	\$3,676.00
Food		\$1,756.00
Total (for 9 months)	\$6,072.00	\$15,743.00

*Additional allowances can be included for dependent care.

How to Interpret Your SAR

When you receive your paper SAR in the mail or access your electronic SAR over the web, you should review it carefully for accuracy and completeness. If the information contained on the SAR is correct, you may receive federal student aid from this information. Since our office will have an electronic record of your application information, you do not have to submit your SAR to us to receive federal student aid payments.

If there is no EFC, your FAFSA was not complete! To complete it, review the messages printed on your SAR and make the appropriate corrections at www.fafsa.ed.gov. You may also bring your SAR (with certification signed) and tax return(s) to our office. We can help you with most corrections.

An Asterisk "*" next to the EFC means that you have been selected for Verification. You must submit signed copies of your and your parents' (if you are dependent) 1040s plus a Verification Worksheet to our office. If additional documentation is needed, we will contact you with a problem letter.

A "C" next to the EFC means you must fulfill one or more Documentation Condition(s). Read the comments on SAR to see what other documents you must submit to our office. We will also contact you with a problem letter requesting additional documentation.

Be sure to respond promptly to any requests for information. Don't wait until the day your bill is due. It can take 2 weeks or longer to finalize your award status after you submit all requested documentation.

Grants

Federal Pell Grant

can be used to pay your tuition, or if your tuition is covered by other means, help you buy your books and supplies, or pay your transportation costs. This grant is available only to students who have not earned a first bachelor's degree or professional certificate. Award amounts for the 2008-2009 academic year will range from a minimum of \$890.00 to a maximum of \$4,731.00 for full time study. The amount of Pell you receive depends on your EFC and your enrollment status. The awards for part-time students are pro-rated.

Tuition Assistance Program (TAP)

is a New York State grant program which helps eligible full-time students meet tuition costs. TAP is money paid on your behalf directly to the school for tuition only. TAP awards range from a minimum of \$250.00 to a maximum of \$1,400.00 per semester.

Part-time TAP (PTAP)

is a New York State program that allows eligible CUNY students to receive TAP payments for part-time study. In order to receive a PTAP award, you must have enrolled as a first-time CUNY Freshman in the Fall 2006 semester or later and have earned 24 or more degree credits with at least a 2.00 cumulative GPA. You must be enrolled part-time in at least 6 but fewer than 12 equated credits. Your PTAP award will be based on your part-time credit load and will be calculated as a proportional fraction of your calculated full-time TAP award.

Aid for Part-Time Study (APTS)

is a New York State tuition grant for students studying part-time who may not be eligible for a PTAP award. To receive APTS, you must be a New York State resident, enroll for at least 6 but fewer than 12 credits, meet certain income limits and not have exhausted your eligibility for TAP. Award amounts range from a minimum of \$20.00 per credit to a maximum of \$45.00 per credit. Awards will vary based on the availability of program funds.

Federal Supplemental Educational Opportunity Grant (SEOG)

is a program which helps exceptionally needy students with educationally related expenses. SEOG awards are made to supplement other forms of financial aid and do not have to be repaid. This grant is available only to students who have not earned a first bachelor's degree or professional certificate.

Academic Competitiveness Grant (ACG)

is a new federal aid program that awards eligible students up to \$750 for the first year of undergraduate study and up to \$1300 for the second year. To receive an ACG you must have completed a rigorous high school program as defined by the U.S. Dept. of Education and graduated after January 1, 2005. You must be a U.S. citizen, studying full-time and have eligibility for a Pell Grant to receive an ACG.

College Discovery

is a special program for educationally and economically disadvantaged students. Students accepted into the College Discovery program and determined eligible may receive money to pay for books and school fees. The CUNY Office of Admissions will choose the students to be admitted into the program by a lottery system.

Loans

Federal Perkins Loan

is a low interest (5%) loan awarded by the College to help you meet your college expenses. A Federal Perkins Loan is not a grant. It is money that is borrowed and has to be repaid. Entering freshmen are not eligible to receive this loan.

The maximum loans for 2008–2009 are:

\$1,500.00 for Dependent Undergraduates
\$2,500.00 for Independent Undergraduates

Federal Direct Loans

Interest Subsidized, Unsubsidized and Parent Loans for Students

Federal regulations require that before being certified for a Federal Direct Loan you must attempt to meet your educational costs with aid from all other programs for which you may be eligible. At BMCC this means that you must apply for Federal Pell Grant, TAP, and campus-based aid and submit all requested documentation to the Financial Aid Office.

To apply for a Federal Direct Loan you must submit a Direct Loan Request, available at: www.bmcc.cuny.edu/finaid/loanrequest.html. First-time Direct Loan borrowers must also complete a Pre-Loan - Counseling Session before applying for a Direct Loan at BMCC. You may fulfill this requirement on line at: www.dl.ed.gov.

Loan repayment begins 6 months after you stop being at least a half-time student. Interest rates are variable with a cap of 8.25% for Subsidized and Unsubsidized and 9% for Parent Loans.

Borrowers Academic Level	Dependent Student	Independent Student		
		Total Amount Subsidized & Unsubsidized	Base Amount Subsidized & Unsubsidized	Additional Amount, Unsubsidized Only
First Year (earned fewer than 28 credits)	\$3,500.00	\$3,500.00	\$4,000.00	\$7,500.00
Second Year (earned more than 28 credits)	\$4,500.00	\$4,500.00	\$4,000.00	\$8,500.00

Remember the difference between a subsidized Direct Loan and an unsubsidized Direct Loan:

- Subsidized means that the federal government pays the interest on these loans while you are in school and during deferment periods. You must show financial need to receive a subsidized loan.
- The federal government does not pay the interest on an Unsubsidized Loan while you are in school or in deferment. Interest is charged from the day the loan is disbursed and you are responsible for the interest payments. You can get an unsubsidized loan regardless of financial need.

Employment

Federal Work-Study

provides part-time jobs to students who need additional financial aid. Jobs are available both on and off campus. You are paid for the hours that you work up to a maximum set by the College. Explore the work-study opportunities available to BMCC students at the on-line FWS Resource page: www.bmcc.cuny.edu/finaid/fwsresource.html.

Scholarships

BMCC offers more scholarships than any other CUNY college. Visit our "Scholarships & Awards" page at: www.bmcc.cuny.edu/scholarships/ to learn about these and other scholarships and conduct your own free scholarship searches.

BMCC Fund Inc. Scholarship

is a general scholarship made available annually by the Board of Trustees of the BMCC Fund, Inc. to continuing full-time and part-time students who demonstrate high academic performance and financial need. Scholarship applications are generally available early in the Spring semester and must be submitted with all the required documentation by the official deadline.

BMCC Out In Two Scholarship

for students who intend to complete their associate degree in four consecutive semesters. Students may apply after having completed 12 credits their first semester at BMCC with a 3.0 GPA.

Peter F. Vallone Academic Scholarship Program

for graduates of a NYC high school with a B average or better who have successfully completed at least 12 College Prep Initiative courses and enroll in CUNY within one year after graduation. A FAFSA must be filed. Award amounts are contingent on funding.

Other Benefits & Awards

Veterans Benefits

Veterans and, under certain circumstances, their dependents, may receive educational benefits under the G.I. Bill, if qualified. For details, call the Veterans Administration, 800-635-6534, or the Office of the Registrar, 212-220-1290.

Robert C. Byrd Honors Scholarship

Student eligibility is based on SAT scores and high school grade point averages. Applications are available at HS guidance offices or call 518-486-1319.

Miscellaneous NYS Award Programs

- Memorial Scholarships for Families of Deceased Police/Peace/Corrections Officers/Firefighters
- World Trade Center Memorial/Regents Professional Opportunity Scholarship
- Regents Award for Children of Veterans
- Vietnam/Persian Gulf Tuition Award

For more information about these NYS awards, visit www.hesc.org.