

What are the New York State Grants?

The **NYS Tuition Assistance Program (TAP)** helps pay your tuition if you are a NYS resident enrolled in a degree program at BMCC. TAP grants are available for both full-time and part-time study and may cover up to 100% of your tuition charges each semester.

Aid for Part-time Study (APTS) helps pay your tuition if you are pursuing your degree on a part-time basis but are not eligible for a full-time TAP award.

What are the eligibility requirements?

- ◆ Be a legal resident of New York State (that is, lived in NYS for at least one year prior to the first term for which you are seeking payment)
- ◆ Be a U.S citizen, permanent resident or hold an I-94 visa as a refugee, paroled refugee or conditional entrant
- ◆ Be enrolled in a program leading to a degree
- ◆ Be in good academic standing for NYS award programs
- ◆ Have a high school diploma from a U.S. high school, a recognized GED certification, or pass an approved ability-to-benefit test
- ◆ Be enrolled full-time in at least 12 credits that meet the requirements of your major **OR**



- ◆ Be enrolled part-time in a minimum of 6 to 11 credits that meet the requirements of your major (Note: NYS tuition assistance programs also require that a certain portion of your semester course load consist of non-remedial credit-bearing courses)
- ◆ Meet the NYS taxable income criteria for **TAP**: Dependent students or independent students with tax dependents must have a total family net taxable income below \$80,001. Independent students who are single with no tax dependents must have a total family net taxable income below \$10,001. Independent students who are married with no tax dependents must have a total family net taxable income below \$40,001.
- ◆ Meet the NYS taxable income criteria for **APTS**: Students claimed by parents as a tax exemption or students who claim dependents of their own must have a NYS net taxable income below \$50,501. Students not eligible to be claimed by parents as a tax exemption or who are single with no tax dependents must have a net taxable income below \$ 34,251.

How do I apply?

- ◆ Applying for NYS grants is a separate process from
- ◆ filing a FAFSA. You must complete a separate NYS application
- ◆ to apply for TAP and APTS. However, you cannot complete a NYS application until you have filed a FAFSA.



- ◆ The easiest way to apply for the NYS grants is first to file your FAFSA-on-the-Web, then use the link for " NY State Based Financial Aid" on the FAFSA Confirmation page to go to the NYS TAP-on-the-Web application.
- ◆ If you miss the link to TAP-on-the-Web, you will have to wait until after your FAFSA is processed and you receive an email from the NYS Higher Education Services Corporation (HESC) inviting you to apply for NYS grants.
- ◆ TAP-on-the-Web can be accessed at: <https://www.tapweb.org/totw>. You will be required to create a HESC User Name and PIN to log in and access your electronic TAP application data. You will discover that much of the information on your TAP application has already been supplied from your FAFSA. Review the information carefully, correct any errors and answer any additional required questions to finish your application.
- ◆ BMCC's **TAP School Code** is **1404**
- ◆ Applying for APTS requires one additional step: completing a Supplement form. Log on to your **CUNYfirst** account, navigate to **Self Service** followed by **Student Center**. In the **Finances** section, click the **Supplement Form** link to access and complete the Supplement form.



Application Filing Tips

- ◆ It can take several days after you receive your FAFSA results before your TAP application is available at TAP-on-the-Web. If you have trouble gaining access to your TAP application information because your identifying information isn't available, wait until you receive an e-mail from HESC indicating that your TAP application is available.
- ◆ The TAP-on-the-Web application has space for only one school code. Usually it's the first New York State school you named on your FAFSA. Make sure BMCC is listed as your school of choice.
- ◆ The NYS TAP application and the Supplement form must be completed by the first week of the semester in order for you to be considered for an APTS award.
- ◆ At any time after filing your TAP-on-the-Web application, you may check your status at: <http://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html>.

How much TAP or APTS can I receive ?

- ◆ Award amounts are based on the information about you and your family you provide on the TAP application. The maximum TAP award can equal the full tuition charge at BMCC. TAP awards for part-time study are pro-rated based on the full-time award amount.
- ◆ APTS awards vary from semester to semester based on the available funding for the program. In recent years APTS awards have ranged from \$20 to \$60 per credit.



How do I know if I receive TAP or APTS?

- ◆ Several weeks after submitting your TAP-on-the-Web application you will receive an email notification from NYS Higher Education Service Corporation (HESC) about your award status and the amount of TAP you may expect to receive. About the same time, HESC also notifies the college of your TAP awards so you don't have to return anything to the college.
- ◆ The college will credit your tuition bill with your semester TAP or APTS award if that information is available at registration. TAP or APTS award information will be posted and viewable in **CUNYfirst**.

VIEWING FINANCIAL AID AWARDS In CUNYfirst

- STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.
- STEP# 2:** Select **HR/Campus Solutions** from the left menu.
- STEP# 3:** Navigate to **Self Service** followed by **Student Center**.
- STEP# 4:** In the **Finances** section, click the **View Financial Aid** link

How many semesters can I receive TAP or APTS?

- ◆ You may receive TAP for up to 6 semesters (or the equivalent) as an associate degree student. You will be limited to 6 semesters of TAP even if you change majors or transfer to another community college.
- ◆ You may receive up to 16 semesters of APTS as an undergraduate student and you are allowed to use all these semesters while enrolled in an associate degree program.

Can I get TAP or APTS for summer study?

You may be eligible to receive a TAP award for summer session attendance but APTS is not available for summer study. The summer counts as the first term of the new academic year for TAP purposes, so you must file the next year's TAP-on-the Web application early in the new year and include the summer term as one of the semesters for which you wish to receive TAP.

The enrollment requirements for summer TAP are:

1. If your combined summer session enrollment totals 12 or more credits (including at least 6 degree credits), you will be considered full-time for TAP enrollment purposes. If you receive a full-time summer TAP award, you will utilize one full semester of your remaining TAP eligibility.
2. If your combined summer session enrollment totals at least 6 but fewer than 12 equated credits, you may be considered for a half-time TAP payment. You must be registered for at least 3 degree credits as part of your summer course load. If you receive a half-time summer TAP payment, you will utilize 1/2 a semester of your remaining TAP eligibility.
3. You must have earned at least 24 degree credits in the 2 semesters immediately prior to the summer term to qualify for either a full-time or half-time summer TAP payment. These credits could be earned in any combination (i.e., 12 + 12, 6 + 18, etc.). Up to 3 credits of enrollment in each semester may consist of non-credit remedial hours.

Information about summer TAP awards are not always available at summer registration. If this information is not available, you may have to pay your summer school tuition and receive a refund from the College at a later time.

WEB ADDRESSES

BMCC Office of Financial Aid
<http://www.bmcc.cuny.edu/finaid/>

TAP on the Web
<http://www.tapweb.org/totw>

FAFSA on the Web
<http://www.fafsa.gov>

CUNYfirst
<https://home.cunyfirst.cuny.edu>

State Grants, Scholarships & Awards
http://www.hesc.com/content.nsf/SFC/Grants_Scholarships_and_Awards

Academic Progress Requirements for NYS Awards

USEFUL PHONE NUMBERS

NYS TAP Processing	888-697-4372
FAFSA Status	800-433-3243
Financial Aid Office	212-220-1430
Bursar	212-220-1300



How to Apply for NYS TAP & APTS Grants



Office of Financial Aid
Borough of Manhattan
Community College
199 Chambers Street
New York, New York 10007
212-220-1430
ROOM N-365
www.bmcc.cuny.edu/finaid/