

**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 a part-time student enrolled in at least 3 and no more than 11 credit hours
- 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 \$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
- 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 your parent claimed you as a tax dependent, family income (i.e., taxable income of student and parent(s)) cannot exceed \$50,550.
- If you were not eligible to be claimed as a tax dependent by your parent(s), 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 parent(s) 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, fax, email, or bring the completed application to the Financial Aid Office. Contact information may be found at the end of these instructions.**

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 Office.

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

2021-22 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 2021-22 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 parent(s) and they are not New York State resident(s), 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 applies 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 2019, 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 11 (applicant/spouse income) and 14 (parent(s) income) you must include any state, local or federal pension and annuity income not reported on your 2019 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 subtract the standard deduction and personal exemptions from the pension income before completing question 11 (applicant/spouse income) and question 14 (parent(s) income).

12. WERE YOU CLAIMED AS A TAX DEPENDENT in 2019?

- Check YES and report your parent(s) 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 parent(s). (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 parent(s) income in question 14 if you could have been claimed but were not. The criteria for determining whether you

could have been claimed or not 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 \$4,200. If your income was more than \$4,200, 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 PARENT(S) 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 occurring before December 31st, 2019. 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. PARENT(S) INCOME. The instructions for reporting income information are the same as question 11. Report the following incomes: PARENT 1 (stepparent, adoptive parent) income and PARENT 2 (stepparent, adoptive parent) 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 parent(s) 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.

Contact Information:

**Financial Aid Office
SUNY Polytechnic Institute
100 Seymour Rd
Utica, NY 13502**

finaid@sunypoly.edu

**Phone: (315) 792-7210
Fax: (315) 792-7220**