

NYS's PROGRAM OF AID FOR PART-TIME STUDY (APTS) 2008-2009

INSTRUCTIONS: PREPARING AN APPLICATION FOR APTS

The APTS program is a grant program financed by NYS in conjunction with participating educational institutions throughout the state. These instructions may be updated at a later date due to changes in legislation.

A) Student Eligibility at ACC

To be eligible for APTS at ACC in 2008-2009 a student must:

- **Be** a legal resident of New York State for at least one year prior to the start of the term.
- **Be** a U.S. citizen or eligible non-citizen.
- **Have** 2007 family (student and spouse, or parent) New York net taxable income that does not exceed \$25,000.
- **Have not** exhausted eligibility under New York's Tuition Assistance Program (TAP).
- **Have** a GPA of at least 2.0 at ACC if a continuing or returning student.
- **Be** enrolled in a degree or certificate program in which you have not already earned a diploma.
- **Be** enrolled for at least six but less than twelve credits per semester in courses for which you have not previously received credit toward your major and which are required for your ACC degree or certificate.
- **Be** in good academic standing as defined in the ACC Catalog.
- **Not be** in default on a student loan.

B) Student Application Procedure

Each student must file a 2008-2009 Free Application for Federal Student Aid (FAFSA) and submit all requested documentation to the ACC Financial Aid Office. In addition, students must submit the following documents directly to the ACC Financial Aid Office.

- 1) an APTS application
- 2) 2007 New York State tax return(s)

Only one application per academic year is required. This is a limited-funds program so all students are encouraged to apply as early as possible before funds are expended. APTS is awarded during the fall and spring semesters, but not during the summer or winter.

C) Recipient Selection and Award Determination

Students who meet both Section A's eligibility requirements and Section B's application requirements will receive APTS according to the following schedule:

Enrollment at End of Third Week *

Half-Time (6, 7 or 8 credits)	\$500
Three-Quarter Time (9, 10 or 11 credits)	\$1,000

- Every effort will be made to notify the recipient of the award amount prior to the due date of the term's tuition bill, in which case the award will be made in the form of a tuition deferment.
- If the award is made after the tuition has been paid, ACC will refund the tuition to the student approximately eight weeks after the first day of the term.
- Recipients who are no longer enrolled in at least six credits at the end of the add/drop period will have their awards rescinded.
- Recipients must meet the Satisfactory Academic Progress and Pursuit of Program requirements as defined in the Financial Aid Section of the **Adirondack Community College Catalog** to be eligible for subsequent payments of APTS or other NYS programs, such as TAP.
- Receiving APTS for one term uses one-half of one term's eligibility for NYS programs.

*Only credits required for an ACC degree or certificate are considered for funding under this program. Award amounts are subjected to adjustment if the tuition liability has been adjusted to less than the standard award.

1-4. SOCIAL SECURITY NUMBER, DATE OF BIRTH, NAME, 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 resident when you entered military service, Vista or Peace Corps AND re-established New York State residency within 6 months after release from 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:
 - 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 four 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 31, 2007 you must report income information for your spouse in question 13. 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 17.

9. HIGH SCHOOL GRADUATION. Check YES if you have graduated or will graduate from high school or if you received or will receive a GED certificate.

10. PRIOR NEW YORK STATE FINANCIAL ASSISTANCE.

• Check YES if you have received payment under any of the following award programs, and give the number of years you received such payment:

- | | |
|---|---|
| <input type="checkbox"/> Tuition Assistance Program (TAP) | <input type="checkbox"/> Child of Deceased Officer-Firefighter-Correction Officer Award Program |
| <input type="checkbox"/> Aid for Part-Time Study Program (APTS) | <input type="checkbox"/> Vietnam Veterans Tuition Award Program |
| <input type="checkbox"/> Part-Time TAP | <input type="checkbox"/> Persian Gulf Veterans Tuition Award |
| <input type="checkbox"/> ADA-Eligible TAP | <input type="checkbox"/> Empire State Challenger's Scholarship Program |
| <input type="checkbox"/> Regents College Scholarship Program | <input type="checkbox"/> Empire State Scholarship of Excellence |
| <input type="checkbox"/> Regents Nursing Scholarship Program | <input type="checkbox"/> Paul Douglas Teacher Scholarships |
| <input type="checkbox"/> Child of Veteran Award Program | |
| <input type="checkbox"/> World Trade Center Memorial Scholarships | |

• Check NO if you have never received payment under the programs listed above.

11. MAXIMUM PAYMENT. You are eligible to receive financial assistance as an undergraduate from New York State for up to 4 years (8 semesters or the equivalent). This eligibility is extended to 5 years if your academic program normally takes 5 years to complete, or if you are enrolled in a program or remedial study under the following programs:

- HEOP - Higher Education Opportunity Program
- EOP - Educational Opportunity Program
- SEEK - Search for Education, Elevation and Knowledge
- CD - College Discovery

When you have exhausted eligibility for financial assistance as an undergraduate, a notice is sent advising that you have received the maximum number of payments for which you are eligible.

- Check YES if you have received the maximum number of payments or such a notice.
- Otherwise, check NO.

12. 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.

13. APPLICANT/SPOUSE INCOME. You and, if married, your spouse must complete question 13, even if you had no taxable income in 2007. If you were claimed as a dependent by your parents (including stepparents or adoptive parents) on their 2007 tax return, you are also required to provide their income in question 16.

REPORTING INCOME INFORMATION

- Check NO if you did not file any state or federal income tax return for 2007.

If a person required to report income did not file a 2007 income tax return, the obligation to report that person's income remains.

If you, your spouse, or your parents did not file a tax return but were required to do so, check "NO" in question(s) 13 and/or 16 and enter the total income and total exemptions that you would have been required to report had you filed a tax return.

- Check YES if you FILED A NEW YORK STATE TAX RETURN FOR 2007 and give the following information in the appropriate area.

NYS FORM 1T-150 If a NYS Form IT-150 was filed, enter the number of exemptions which you entered on Line 23 of the NYS IT-150; enter NYS taxable income from Line 25.

NYS FORM 1T-201 If a NYS Form IT-201 was filed, enter the number of exemptions which you entered on Line 36 of the NYS IT-201; enter NYS taxable income from Line 37.

- Check YES if a federal return was filed but a New York State return was not.

If Form 1040 Enter exemptions from Line 6d and adjusted gross income from Line 37.

If Form 1040A Enter exemptions from Line 6d and adjusted gross income from Line 21.

If Form 1040EZ Enter "0" for exemptions and adjusted gross income from Line 4.

14. WERE YOU CLAIMED AS A TAX DEPENDENT?

- Check YES and report parental income on page 2 of the application if you were claimed as a dependent on your parents' 2007 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 parents' 2007 tax return, you must still report parental income in question 16 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 instructional 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 2007, and
- your gross income was less the \$2,550. If your income was more than \$2,550, 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.

15. EXCLUSION OF PARENTS' INCOME. Report in question 16 the income of the parent with whom you lived most in 2007 or who had custody of 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 which occurred before December 31, 2007. You should check the appropriate box in question 15 and enter the date and amount of support received on your behalf. The income of a parent can also be excluded if your parents never married (can only exclude one parent). In this case use your date of birth as the exclusion date and enter amount of support received on your behalf.

16. PARENTS' INCOME. The instructions for Reporting Income Information are the same as appear in question 13. Report the following incomes: father's (stepfather's, adoptive father's) 2007 income and mother's (stepmother's, adoptive mother's) 2007 income. If you excluded the income of one parent in question 15, report the income of the other parent in question 16. In addition, enter Social Security Numbers as appropriate in the AFFIRMATION Section.

17. 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 parents were required to provide income information in question 16, 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 your family is mandatory and has been authorized by NYS Education Law § 661 subdivision (2).

We need these numbers of 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.

WORKSHEET FOR ESTIMATING NEW YORK STATE NET TAXABLE INCOME

SECTION I

Applicant/Spouse or Parents' Incomes

Read carefully and check the appropriate box(es) (A, B, or C) and determine the net taxable income according to the instructions below:

- A** If a 2007 NYS Form IT-150 was filed, use the income from Line 25 on your tax return as the net taxable income. Enter Applicant/Spouse net taxable income in question 13 and Parent's net taxable income in question 16.
- B** If a 2007 NYS Form IT-201 was filed, use the income from Line 37 on your tax return and determine the net taxable income by using the following method:
- If single, or married filing a joint return, use the income on Line 37 as the net taxable income. Enter Applicant/Spouse net taxable income in question 13 and Parents' net taxable income in question 16.
 - If married and filing separate returns, add the incomes on Line 37 for both returns to obtain net taxable income. Enter Applicant/Spouse net taxable income in question 13 and Parents' net taxable income in question 16.
- C** If you did not file any state tax return and you did file a federal tax return, use the exemptions and incomes from the lines described below depending on what type of federal tax return you filed:

2007 Federal Tax Return	Exemptions	Income
1040	Line 6d	Line 37
1040A	Line 6d	Line 21
1040EZ	Enter "0"	Line 4

Using the exemptions and incomes from the tax return you filed, calculate the net taxable income using the methods described in Section II.

SECTION II (If you checked C in SECTION I above)

NYS Net Taxable Income Calculation Worksheet

	Applicant/Spouse	Parents
a. Income from Section I	a. _____ .00	a. _____ .00
b. Number of exemptions (see SECTION I) times \$1,000. (Be sure to subtract "1" if single or "2" if married, since personal exemptions are no longer allowed for taxpayer and/or spouse.)	b. _____ .00	b. _____ .00
c. Subtract Line "b" from Line "a"	c. _____ .00	c. _____ .00
d. Standard Deduction: —If you are a single dependent filer, enter \$3,000 on Line "d" — —If you are a single taxpayer, enter \$7,500 on Line "d" — —If you are head of household, enter \$10,500 on Line "d" — —If you are a married taxpayer, enter \$15,000 on Line "d" —	d. _____ .00	d. _____ .00
e. Net taxable income — subtract Line "d" from Line "c"	e. _____ .00	e. _____ .00

Enter Applicant/Spouse net taxable income on question 13 and Parents' net taxable income in question 16.