



APTS Checklist

DID YOU REMEMBER TO:

1. Submit a **signed** copy of your 2022 New York State tax return? Submit your parents' 2022 **signed** tax returns if you answered yes to question #12?
2. Attach your 2022 W-2 forms and a non-filer statement if you earned income from work or if you did not file a NYS tax return?
 - a. **Note:** Total wages left blank does not assume zero earnings!
3. If applicable, attach a copy of documentation from your employer, which verifies tuition charges paid or reimbursed by an employer?
 - a. **Note:** Awards may be reduced or eliminated for students who receive a tuition waiver or reimbursement through an employer.
4. If applicable, attach a copy of the judicial decree to verify your (or your parents) separation.
5. Include spouse's information and signatures if you were married as of December 31, 2022.
6. Complete and sign APTS and Part Time TAP acknowledgment form (page 3 of this packet)
7. Answer all questions? **** We cannot assume that income information left blank means zero****

If you submit an APTS application for the fall semester, you **do not** have to submit another application for the spring semester.

Deadline for submission of all APTS documentation is:

Monday October 21st, 2024 for Fall 2024 Applications
Monday February 24th, 2025 for Spring 2025 Applications



Financial Aid

SUNY BROCKPORT

Dear Student:

An Aid for Part-Time Study (APTS) Application for the 2024-2025 academic year is enclosed. Please complete and submit the APTS application to the Financial Aid Office along with a **signed** copy of your (and your spouse's) 2022 New York State tax return. If you included parent's income information on the APTS application, also submit a signed copy of their 2022 New York State tax return. If you or your parents **did not** file a New York State tax return, please read and sign the statement below.

You must be a **matriculated undergraduate** student at SUNY Brockport to be eligible for APTS. In addition, documentation for any company reimbursement must be submitted. Awards may be reduced or eliminated for students who receive a tuition waiver, private scholarship, or reimbursement through an employer. If you are separated, a copy of your judicial decree indicating a legal separation must be provided.

The deadline for submitting your application, New York State tax returns and any requested documentation to the Financial Aid Office is October 21, 2024 for Fall Semester and February 24, 2025 for Spring 2025 semester. If you are considered for an APTS award, your name will be forwarded to the Higher Education Services Corporation (HESC) for final approval. If you have any questions, please contact the Financial Aid Office.

Sincerely,
Erin Brockmann
Assistant Director
Financial Aid Office

Student Name (Please print)

SSN or Banner ID

I (we) have not filed and will not file a New York State income tax return for 2022.

Student Signature

Date

Student's Spouse (if applicable)

Date

Parent's Signature

Date

Parent's Signature

Date

Total wages earned in indicated year by parents: _____

Total wages earned in indicated year by student: _____

Total wages earned in indicated year by spouse: _____

If any wages were earned and no tax return was filed, student and spouse and/or parent must **submit copies of all 2022 W2 forms** for the years in question. **Total from W2s must equal the amount above.**

Disclosure of Social Security numbers is voluntary and is used to identify your student account. Authority to solicit the Social Security number has been established under Section 355 of the Education Law of the State of New York.



APTS and Part-time TAP Acknowledgement Form

As provided in Education law, an undergraduate student is eligible for NYS TAP, PTAP and APTS for their first undergraduate degree for a total of 4 years (or a total of 48 payment points) or 5 years (or 60 points) if enrolled in an approved 5-year program.

The NYS Higher Education Services Corporation maintains records of student TAP awards by assigning points for each payment. A full semester TAP award equals six (6) payment points; and a half-time award equals three (3) payment points. PT TAP points will reflect prorated points based on the certified number of credits a student is enrolled in. APTS uses 3 payment points.

There are instances where a student may be eligible for both Part-time TAP (PTAP) and Aid for Part-time study (APTS). Please indicate below your preference if you are eligible for both awards, so that our office may process your APTS award accordingly.

☐ If eligible I would like to use both PTAP and APTS. I understand that by using both awards, I will be using additional payment points towards my overall TAP lifetime eligibility.

☐ I do not wish to use both awards, and only wish to use the higher valued award.

Student Name (Please print)

SSN or Banner ID

Student Signature

Date

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 eligible under the NYS Dream Act
- 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 enrolled as a part-time student
- 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 you were claimed as a tax dependent by your parents, family income (i.e., taxable income of student and parents) cannot exceed \$50,550.
- If you were not eligible to be claimed as a tax dependent by your parents, 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 parents 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 or bring the completed application to your school's financial aid office. Do not return the application to Higher Education Services Corp. This will delay consideration of your application.**

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 Officer.

1-5. SOCIAL SECURITY NUMBER, STUDENT ID, DATE OF BIRTH, NAME, ADDRESS, EMAIL ADDRESS. Enter all the information requested.

6. 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. 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. 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 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.

If you have selected that you are not a NYS resident, and/or not a citizen or eligible non-citizen, please complete this application form and complete the NYS DREAM Act application at <https://nysdream.applyists.net/>

7. UNITED STATES CITIZENSHIP OR ALTERNATE REQUIREMENTS.

Check the box that applies to you. You must check one of the boxes. Proof of your status may be required.

8-9. MARITAL STATUS. Check the box that applies to you. If you were married as of December 31st, 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.)

10. 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."

11. 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.

12. ENTER YOUR INCOME IN THE BOXES PROVIDED.

When completing questions eleven (11) applicant/spouse income and fourteen (14) parents' income you must include any state, local or federal pension and annuity income not reported on your 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. For the 2024-25 academic year students will use prior-prior tax data (2022 tax information) to complete both their federal and New York State financial aid applications. Prior-prior year data will also be used when completing the APTS application for 2024-25.

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 (0) subtract the standard deduction and personal exemptions from the pension income before completing questions eleven (11) applicant/spouse income and fourteen (14) parents' income.

13. WERE YOU CLAIMED AS A TAX DEPENDENT?

- Check YES and report your parents' 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 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 parent's tax return, you must still report your parents' income in question 14 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 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 \$4,000. If your income was more than \$4,000, 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.

14. EXCLUSION OF PARENTS' 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 which occurred before December 31st. 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.)

15. PARENTS' INCOME. The instructions for reporting income information are the same as appear in question 11. Report the following incomes: father's (stepfather's, adoptive father's) income and mother's (stepmother's, adoptive mother's) 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. For the 2024-25 academic year students will use prior-prior tax data (2022 tax information) to complete both their federal and New York State financial aid applications. Prior-prior year data will also be used when completing the APTS application for 2024-25.

16. 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 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.