



**Office of Financial Aid, Dutchess Community College**  
**Orcutt Student Services Center/ Room 104**  
**(845) 431-8030/Fax (845) 431-8603**  
**Email: [financial-aid@sunydutchess.edu](mailto:financial-aid@sunydutchess.edu)**

Dear Aid for Part Time Study (APTS) Applicant,

I am writing this letter to provide you with information regarding the APTS process and to also give you guidelines needed to successfully complete your APTS application.

**Applying for APTS:**

- ✓ Complete FAFSA application for 2011-2012 ([www.fafsa.gov](http://www.fafsa.gov))
- ✓ Complete APTS application for 2011-2012
- ✓ Submit signed photocopies of student and/or parent 2010 NYS Income Tax Returns
- ✓ New York State Waiver (you will be notified if this is required)

*Please note:* If you are considered to be dependent on a parent according to your FAFSA application, you will also be considered dependent when applying for APTS and will need to include parent information on the application and submit parent 2010 NYS tax returns.

Your application for APTS is considered complete and ready for review once these documents are received. In addition to the FAFSA, you must also submit any documentation that is requested once we receive your FAFSA.

Finally regarding the actually APTS application we have found in the past that students often leave certain sections of the form unanswered which results in the Office of Financial Aid returning the application to the student for completion.

*Please be sure to answer all questions and take notice in particular to:*

- ✓ Question 7, please note if you are separated you must submit a photocopy of your separation agreement
- ✓ Question 11a, 11b, 11c, you must have an answer for either 11a, 11b, or 11c
- ✓ Question 12; please check box 1 or 2
- ✓ Question 14; please make sure all required signatures and social security numbers are present.

**Deadlines for completed applications:**

- ✓ Fall 2011, October 31, 2011
- ✓ Spring 2012, March 15, 2011

**Award Amounts:**

The funds for the APTS program are allotted to the College from New York State. In order to award this allotment to as many students as possible awards will be made according to the following credits range:

If you are registered for 3 to 5 credits your award will be \$363.00

If you are registered for 6 to 8 credits, your award will be \$726.00

If you are registered for 9 to 11 credits, your award will be \$847.00

You must be attending at least 3 academic credits to be considered for the APTS program.

*Please note:* Any refunds due to you based on APTS will be paid for the Fall semester in December 2011 and for the Spring semester, May 2012.

**Waitlist:**

Once our initial allotment of APTS funds have been exhausted, any student that is complete and eligible for APTS will be put on a waitlist. APTS funds can become available due to students withdrawing from courses or academic ineligibility. This waitlist will be reviewed beginning the 4<sup>th</sup> week of the semester and weekly thereafter until the deadline date or all funds are exhausted. Being on the waitlist does not guarantee receipt of APTS funding.

**Academic Eligibility:**

Your academic eligibility will need to be evaluated for the APTS program. This is done after the 3<sup>rd</sup> week of classes once the College "freezes" classes and your enrollment level is determined. As a general guideline to keep in mind at time of application for APTS and registration:

-You must be matriculated in a degree or certificate program

-Your classes that you registered for must be applicable to your degree or certificate program.

You will be notified of any outstanding financial aid requirements via your myDCC email account. Please check your email and myDCC self-service account often.

Susan L Mead, Director of Financial Aid





**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 award, a student must:

- be matriculated in an approved program of student in a participating NYS 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 a legal resident of New York State
- have graduated from a high school in the U.S., earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
- be either a U.S. citizen or eligible non-citizen
- meet income eligibility limitations (see below)
- not have exhausted Tuition Assistance Program (TAP) eligibility
- have a tuition charge of at least \$100 per year
- not be in default of a Federal student loan

**NOTE:** In addition to the above, students who received a state-sponsored award for the first time in the 1996-97 academic year and thereafter must be a high school graduate, or receive the equivalent of a high school certificate, or receive a passing grade on a federally approved examination.

**WHAT ARE THE INCOME LIMITS?** Income means the net taxable income as taken from the New York State income tax return.

- If you were claimed as a tax dependent by your parents, family income (i.e., net 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., net 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., net 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.

**1-4. SOCIAL SECURITY NUMBER, DCC I.D. 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 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 2005-06 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 2005-06 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 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 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, 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 and **a photocopy must be submitted with this application.**)

**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 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 Net Taxable Income (NTI) in the boxes provided.** When completing question 11a. applicant/spouse income and 14 parents' income you must include any state, local or federal pension income not reported on your NYS tax return. For purpose of completing this application the term "income" will be the sum of the pension income added to the NYS taxable income as reported on your state tax return. Enter the "income" on the appropriate line of either question 11a. or 14.

**Please submit a signed photocopy of the required income tax forms.**

NOTE: If a state 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 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 11 applicant/spouse income and fourteen (14) parents' income.

**12. 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 \$3,000. If your income was more than \$3,000, 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. .

**13. 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 and **a photocopy must be submitted with this application.**)

**14. 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.

**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 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 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.

We do not discriminate against handicapped persons in our employment practices or in the administration of our programs, activities or services.