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 working toward an undergraduate degree or enrolled in a registered certificate program as a part-time student enrolled for 3 but fewer than 12 semester hours per semester (or 4 but fewer than 8 semester hours per trimester)
- maintain good academic standing including having 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 resident of New York State
- be either a U.S. citizen, permanent resident alien, or refugee
- meet the income limits (see below)
- not have used up Tuition Assistance Program (TAP) eligibility
- have a tuition charge of at least $100 per year
- not be in default of a Federal Family Education 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. First time recipients of a state award for 2013–2014 must have earned a high school diploma or GED within the United States, or must take and pass the Accu Placer test in order to qualify for an award.

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, 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.
- 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.)

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 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 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 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 (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.

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.)

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 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).

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.

H8083B (Rev. 06/2009)
APTS is awarded a semester at a time. Therefore, it is necessary to submit an APTS Course Sheet each semester.

*All documents for a Summer APTS must be in by: 07/09/2013
All documents for a Fall APTS must be in by: 10/11/2013
All documents for a Spring APTS must be in by: 02/17/2014

A. REQUIRED DOCUMENTS
1. Submit a current APTS application.
2. Submit a signed photocopy of student’s and/or spouse and parents’ 2012 New York State income tax forms (IT100, IT201 or IT200).
3. File an Application for 2013-2014 Federal Student Aid (FAFSA)

B. INCOME GUIDELINES
1. Dependent students can have a total NYS taxable family income up to $50,550.
2. Independent students with dependents can have a total NYS taxable family income up to $50,550.
3. Independent students with no dependents (other than their spouse) can have a NYS taxable income up to $34,250.

C. ACADEMIC ELIGIBILITY
1. Be enrolled for 3-11 credits. At least 3 of these credits must be ACADEMIC. Student will be funded for only one remedial course per semester when it is paired with at least three or more non-remedial credits. Total must not exceed 11 credits.
2. Meet State/College approved Pursuit and Progress standards for this program (see Pursuit and Progress Chart).
3. Be in good academic standing and not academically dismissed.
4. Meet Ability to Benefit standards if you do not have a GED or a high school diploma (inquire in the Financial Aid Office).
5. Must have earned at least three (3) credits in each semester, within your last 2 semesters of enrollment.
6. Cannot repeat a course in which you received a “D” grade or better.
7. Have a cumulative GPA of 2.0 or better.
8. Be enrolled in and taking courses towards an Associate Degree program or an approved Certificate Program.
9. Not enrolled in a course where you opt to take a grade of NC.

D. MISCELLANEOUS PROGRAM ELIGIBILITY
1. Be a New York State resident for at least one year.
2. Be a U.S. citizen or permanent resident (Proof may be required).
4. Have not used up all TAP eligibility points.
5. Not eligible for tuition-only reimbursement by employer or from any other source.

PLEASE NOTE:
1. Awards will be given in amounts not to exceed tuition charges, with a limit of $2,000 per year.
2. Any change in enrollment status could possibly result in your having to repay a portion of your tuition and/or loss of your APTS eligibility. Contact the Financial Aid Office before making any changes in your registration.

To determine if you qualify, contact the Financial Aid Office (914) 606-6773 or finaid@sunywcc.edu
Aid for Part-Time Study (A.P.T.S.) Application

Academic Year 2013 - 2014

Submit completed application to your school’s Financial Aid Office

SCHOOL NAME Westchester Community College

1. Social Security Number

2. Date of Birth (Use numbers only)
   Month Day Year (CCYY)

3. Last Name
   First Name
   MI

4. Address: number, street, apartment

   City or Town
   State Zip Code

   Home Phone Number
   Work Phone Number

   E-mail Address

5. Are you a legal resident of New York State?  (See instructions on page 1.)  □ YES  □ NO

6. Check the box that applies to you (See instructions on page 2.)
   □ Citizen  □ Eligible Non-Citizen  □ Not a Citizen or Eligible Non-Citizen

7. Marital status (Check only one box)
   □ Single  □ Married  □ Separated/Divorced/Widowed

8. If married, enter the date you were married. If separated/divorced or widowed, give earliest date on which you were separated/divorced or widowed.
   Month Year (CCYY)

9. Have you graduated, or will you graduate from high school in the United States; or have you received or will you receive a GED?  □ YES  □ NO

10. Will all or part of your tuition charges be paid or reimbursed by an employer?  □ YES  □ NO
    If yes, enter amount if known $ ____________________

APPLICANT/SPOUSE (IF MARRIED) INCOME STATEMENT - (All applicants must answer Questions 11 and 12.)

11. Enter your exemptions and income, which is your combined taxable income and required pension income, in the boxes provided.

Applicant’s Separate Income
   OR Joint Income with Spouse

   Exemptions
   Income
   Exemptions
   Income

   $ ____________ DOLLARS Cents

   $ ____________ DOLLARS Cents

Spouse’s Separate Income Only

   Exemptions
   Income

   $ ____________ DOLLARS Cents

HE8073 (Rev. 07/2009)
12. Were you eligible to be claimed or were you claimed as a dependent on your parents' New York State or federal tax return for the previous year?

   1 □ YES - If yes, YOU MUST REPORT PARENTS' INCOME below.

   2 □ NO - If no, read and sign the affirmation on the bottom of this page and if married, your spouse must also sign and enter Social Security number. If you have dependents of your own other than a spouse, check this box.

If you answered "YES" to question 12, that is, you were claimed or were eligible to be claimed as a tax dependent, you must report parental income in question 14. If your parents (stepparents, adoptive parents) filed a tax return as married, you must report total income for both parents.

13. EXCLUSION OF PARENTS' INCOME - If your parents are divorced, separated, never married or one of your parents is deceased, report in question 14 the income of the parent with whom you lived most in the previous year or who had custody or would have had custody if you were a minor.

   TO EXCLUDE THE INCOME OF YOUR FATHER (Stepfather, adoptive father) OR MOTHER (stepmother, adoptive mother) give the reason by checking the appropriate box. Enter the date of death or separation/divorce and enter the amount of support received if separated/divorced. Only one parent's income can be excluded for separation/divorce.

   To exclude FATHER's Income
   1 □ FATHER deceased
   2 □ separated or divorced
   GIVE EARLIEST DATE
   Month Year

   To exclude MOTHER's Income
   1 □ MOTHER deceased
   2 □ separated or divorced
   GIVE EARLIEST DATE
   Month Year

Support Amount - Enter the amount of support received for you from the parent whose income is to be excluded. If none, enter zero.

(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. ENTER PARENTS' EXEMPTIONS AND INCOME IN THE BOXES PROVIDED.

15. ALL PERSONS WHOSE INCOMES ARE LISTED IN QUESTIONS 11 AND 14 must read and sign the affirmation.

AFFIRMATION - I hereby certify that all the information provided by me upon this application is accurate and complete. This information will be accepted for all purposes as the equivalent of an affidavit and, if it contains a false statement, shall subject me to the same penalties for perjury as if I had been duly sworn. I authorize the school to release to Higher Education Services Corporation (HESC) any information requested pertinent to this application. I consent to the verification by HESC of any statement made herein and authorize the NYS Department of Taxation and Finance to release to HESC certified copies of my personal income tax returns. I consent to the release by HESC of such information as may be provided by law or regulation in the course of financial aid program administration.

Student’s Signature Date

Student’s Spouse’s Signature Date

Father’s Signature Date

Mother’s Signature Date

BRING OR MAIL THE COMPLETED APPLICATION TO YOUR SCHOOL’S FINANCIAL AID OFFICE.

H8073B (Rev. 06/2009)
1. Fill out the APTS application for the 2013-2014 academic year. (If you have already done so, skip to item 2).

2. Complete this form once you have decided on the courses you plan to take.

3. You must fill out a new Course Sheet every semester for which you want to receive an APTS award, for example, Summer 2013, Fall 2013, Spring 2014. Check the appropriate semester for which you are applying.

4. After your grades for the prior semester are available, your eligibility for an APTS award for the upcoming semester will be reviewed. If you fail to meet the requirements, your award will be withdrawn and you will be billed for your tuition.

I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ANY TUITION PAYMENT RESULTING FROM A CANCELLATION OF MY APTS AWARD

Below are the courses I plan to take in the noted semester:

(Please check only one semester. Use a separate course sheet for each semester).

<table>
<thead>
<tr>
<th>Summer 2013</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th># CREDITS</th>
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Student’s Signature       Date