



Office of Student Financial Services
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The Office of Student Financial Services/Financial Aid is pleased to report that funding for the New York State Aid for Part-Time Study program has been restored for the 2011-2012 academic year. Due to limited funding, the University at Albany will be awarding Aid for Part-Time Study during the Fall 2011 and Spring 2012 terms only.

To apply for Aid for Part-Time Study (APTS), students must:

- 1. File the 2011-2012 Free Application for Federal Student Aid (FAFSA).** Be sure to list the University at Albany, SUNY (Title IV code 002835) in Step 6 of the FAFSA.
- 2. Complete the application for Aid for Part-Time Study,** and submit it to the Office of Student Financial Services/Financial Aid.
- 3. Submit a signed photocopy of your 2010 New York State Income Tax Return.** Students who are required to provide parental income information must also submit a signed photocopy of their parents' 2010 New York State Income Tax Return. Refer to the application instructions to determine if you must report parent income.

Applications for Aid for Part-Time Study for the Fall 2011 term must be returned to the Office of Student Financial Services/ Financial Aid no later than September 30, 2011.

Applications for Aid for Part-Time Study for the Spring 2012 term must be returned to the Office of Student Financial Services/Financial Aid no later than February 24, 2012.

Applicants for the Fall 2011 term will automatically be considered for an award for the Spring 2012 term; there is no need to submit a second application.

In addition to submitting the required application data and income documentation, students must meet academic and enrollment eligibility requirements established by the New York State Higher Education Services Corporation and the University at Albany.

**University at Albany
Aid for Part-Time Study
Institutional Eligibility Requirements**

- 1. Continuing and readmitted students must have a minimum cumulative grade point average of 2.0 to be eligible for an award.**
- 2. Students who are certified for an APTS award for a particular term must achieve a “cumulative passing average” (CPA) for that term in order to receive APTS in a subsequent term.** Students who fail to achieve a CPA in an award term must complete at least 1 subsequent semester term, without the benefit of APTS, and achieve CPA in that term to regain eligibility for future terms. “Cumulative passing average” is defined as earning a minimum 2.0 GPA in a semester for which an APTS award is received.
- 3. The CPA requirement may be waived for undue hardship based on (i) the death of a relative; (ii) the personal illness or injury of the student; or (iii) other extenuating circumstances.** A waiver of the CPA requirement must relate to circumstances that can be demonstrated to have affected the student’s ability to achieve a CPA during the last semester for which an APTS award was received. Contact the Office of Student Financial Services/Financial Aid for further information.
- 4. Incomplete grades from any prior term which affect eligibility for APTS, must be completed and posted no later than the application deadline for the award term.**
- 5. Students who are registered for less than 12 credits, but have incurred full or partial tuition liability for 12 or more credits, are not eligible for APTS.** These students may, however, be eligible for TAP, and should apply for TAP.
- 6. Awards will be based on enrollment status as of the certification status date for NYS Grants and Scholarships—for Fall 2011, September 26, 2011 and for Spring 2012, February 15, 2012.**
- 7. If a student or parent has income that would require filing a federal or state tax return, they must file to be eligible for an award.**
- 8. Awards will be limited to the difference between actual tuition charges and any tuition payment or tuition reimbursement made by any other federal or state agency.**

Refer to the application instructions for general eligibility information, established by the New York State Legislature and the New York State Higher Education Services Corporation.

If you have questions regarding Aid for Part-Time Study eligibility, contact the Office of Student Financial Services/Financial Aid.