



Financial Aid Facts for EOP Students 2012

1. File the fafsa online, go to www.fafsa.ed.gov. or 1-800-433-3243. The University at Albany FAFSA School Code is: **002835**. If you need your PIN number for your signature: go to www.pin.ed.gov.
2. N.Y. TAP award: School code **0895** for semesters attending University (fall, spring & summer) or **1-888-697-4372** or online correction at www.hesc.com.
3. Remember to complete the New York State TAP (Tuition Assistance Program) application process online immediately following the completion of your FAFSA. Additional information about TAP can be found at www.hesc.com. **Remember to check YES to Opportunity Program question on TAP application, especially 3rd and 4th year students.**
4. **Students who are offered Federal Work-Study jobs:** Please accept your Federal Work-Study award on MyUAlbany. The First week in August you will receive a letter advising you to go to the Work-Study website to view available jobs and apply on line for the jobs that interest you. **PLEASE DO NOT WAIT UNTIL SEPTEMBER TO APPLY FOR JOBS. YOU SHOULD SUBMIT YOUR APPLICATIONS ON LINE PRIOR TO ARRIVING ON CAMPUS.** *It is recommended that you apply for multiple jobs in case you do not receive your first choice.* If you do not hear from a prospective employer, you should follow up on your application by emailing the contact person on the job posting. **IMPORTANT:** If you decline your Work-Study award, you will not be able to receive it back. Also, you must earn at least \$700 in the current academic year in order to be considered for Federal Work-Study again in subsequent years.
5. Please inform the financial aid office of any outside scholarships received. Scholarships need to be included in the students' financial aid award. If the financial aid office is informed of any outside scholarships after the students received their semester's refund then *the adjustment of financial aid can result in a balance owed to the university.* Students can not receive more financial aid than the University's total educational budget. Therefore, a reduction in aid can result.
6. EOP book money stipend: Please go to your EOP counselor for the Stipend release. Book money is given to the EOP students for the first four semesters in the EOP program. This includes semesters attended at another college. If the students receive a late financial aid award then they may not have a book check available with the first group of EOP checks. Upper-class students are expected to have saved money for books from summer earnings.
7. EOP students are expected to take at least 12 credits per semester. If a student is going to take less than 12 credits, please see Maritza Martinez, Director of Academic Support Services, first for approval. Please register for the fall 2012 semester before the end of spring 2012 semester so that the correct financial aid award is generated over the summer for continuing students. Students must be registered full time to receive an award letter.
8. **Summer school:** Students must complete the on line summer application which is available on the Finances tab of the myualbany student portal and submit it for processing. Most EOP students use summer TAP (EOP students are eligible for 10 semesters of TAP), their Pell grant and DL Federal Stafford loan. **NOTE:** 1. The summer Pell grant will reduce the next spring semester's Pell grant amount. 2. The summer DL Stafford loan reduces the fall/spring loan eligibility. Students can not borrow more than the maximum loan amount for the academic year. (Ex. Freshman = 3500 sophomores= \$4500, Jr and Sr. receive maximum of \$5500 subsidized Stafford and an additional \$2000 unsubsidized Stafford loan for dependent undergraduates). Students may need to apply for alternative loans or have parents apply for a Parent Plus loan to cover fall/spring costs.
9. **Summer Tap:** Please talk to a Student Financial Center Representative about the impact summer courses have on good academic standing for fall TAP eligibility.
10. Overseas studies: Study Abroad application information can be found on our financial aid website at the "study abroad" link. We need the Letter of Acceptance along with the total cost of the overseas program. **Non-SUNY and 2 year SUNY colleges:** Submit a transfer credit permission form, copy of the bill, acceptance letter and cost of program sheet. There are alternative student loans to help with the cost BUT the student can not have a "bad credit" rating in order to receive this loan. The application requires a co-borrower in most cases. You can apply for these loans with a lender of your choice.



11. Students who are attending another college during the summer and are not attending an overseas program are not eligible for summer financial aid **UNLESS** they attend courses at UAlbany (minimum 6 credits).
12. Room charges: **Please take notice.** The financial aid budget includes the average room charge at the University. This means the cost of a **double room**. Students who take a “single” (Superior) or “enhanced double room” will not have the full cost of the room included in their Original financial aid award. Also, the Empire Commons suite cost almost as much as the University’s on-campus room and board charges. This will result in almost no financial aid for food cost.
13. Transfer EOP students receive EOP grants. No stipends checks for living expenses. If your total financial aid exceeds your charges then you will receive a refund for living expenses.
14. Transfer EOP students: You must have “Officially withdrawn” from your previous college, especially if your FAFSA included the previous college’s code and you pre-registered for the fall and/or spring semester before you decided to attend UAlbany. Admissions need the “T-3 Verification form” for transfer students from all previous colleges. It is the student’s responsibility to verify that Admissions received all the T-3 forms from previous colleges. Students’ will not receive EOP funding in their financial aid award until all the required T-3 documents are received by Admissions and reviewed by the financial aid office.
15. Students who earned less in their 2011 income than their 2010 income can submit a “Student Appeal letter” for the fall 2012 semester (usually beginning of August). This can greatly affect independent students, since their income has a different calculation for the “expected family contribution” than dependent students do.
16. Please **review** your student account by the **middle** of each semester to see if you have a “balance due”. Some reasons are:
 - A. Your TAP application has not been processed or you need to add the UAlbany college code (0895) to your application. Check your TAP status at www.hesc.com.
 - B. You did not check off you are an opportunity program student on the TAP application and it may appear you are out of TAP. EOP students are eligible for 10 semesters of TAP, (traditional students 8 semesters).
 - C. If you did not sign the DL master promissory note and/or completed the Stafford Loan Entrance Counseling at www.studentloans.gov or from the Financial Aid website under “student quick links”.
 - D. Outside scholarship money was not sent to the University.
17. NY TAP eligibility:
 - A. Students must be registered 12 credits per semester.
 - B. Repeat courses in which the student has already received a passing grade (D- or better) *do not count* toward the minimum 12 credits per semester enrollment requirement unless the course is marked in the course catalog as repeatable for additional credit, or if the grade previously earned is not acceptable in a particular curriculum as noted in the Undergraduate Bulletin.
 - C. Students enrolled in a bachelor’s degree program must declare a major by the beginning of their junior year, which begins once a student has earned 56 credits. Check the actual deadline date on the FAO website under the “Calendar” link, review “Important TAP dates”.



- D. To receive TAP, students must be in good academic standing, complete a minimum number of credits each semester, accruing a minimum number of credits and cumulative GPA. Check out information on the UAlbany financial aid website and select “Academic Requirements” link for reference each semester.

18. Renewal of financial aid: Students must complete the FAFSA by April 15th each year to be considered for priority financial aid consideration.

19. **INDEPENDENT STUDENTS** (who have previously been granted a dependency override at UAlbany due to special circumstances):
 - A. Students who have had a dependency override approved by the Financial Aid Office will need to submit a statement each year regarding the current family situation. Statements must be specific and describe the relationship with both parents (e.g. father is not in student’s life and mother is in a nursing home).
 - B. Students who have special circumstances and will be requesting a renewal of a dependency override must report all their own information on the FAFSA and utilize the Special Circumstances option to complete the application without reporting parent information. This will produce a “rejected” FAFSA which will be resolved when the Financial Aid Office approves a dependency override and submits the appropriate FAFSA corrections.
 - C. Once we receive both the letter as stated under #A statement above and the FAFSA then we will do an **INDEPENDENT STATUS OVERRIDE** and send it to the federal processor for correction.

20. REMINDER: Student should pre-register their courses for the fall semester **before** they leave the University in May. EOP students WILL NOT receive a financial aid award until they register for at least twelve credits. This may result in a decrease to their total financial aid if the student is not registered full time by the time “continuing student awards” are processed in June.

21. If a student is not taking twelve credits per semester, then the student must see the Director of Academic Support Services, Maritza Martinez, for permission and inform the financial aid office. We will need to do a manual financial aid award which may take some time to process.

22. **Financial Aid website:** go to <http://www.albany.edu/student-services/> and select the “Office of Financial Aid” link on the left side. This will bring you to the financial aid website. NO DIRECT WAY to the F/A website.

23. **Financial Aid e-mail** for financial aid questions and concerns : faoweb@albany.edu

24. **Check your MyUAlbany account “Important Items”**. It will list specific requirements for your financial aid process (ex. Entrance Interview for Stafford & Perkins loans, DL MPN completion, and other requirements). The requirements will stop the financial aid process until they are completed.