

FINANCIAL AID TAP WAIVER INSTRUCTIONS

(Please detach this sheet and retain for your records)

Students who have been informed that they are ineligible for a tuition assistance program (TAP) award based on unsatisfactory New York State Tuition Assistance (TAP) program academic requirements, but feel they can document extenuating circumstances, may complete this application. Please be sure to follow all required steps listed in this packet.

1. Complete the Financial Aid TAP Waiver Application. Retain a copy of each page of this waiver packet for your records.
2. Complete the student information section of the Financial Aid TAP Waiver application and submit a typed statement explaining in full detail the circumstance(s) for all the semester(s) in which you failed to meet the New York State Tuition Assistance (TAP) program academic requirements. Documentation related to the circumstance(s) detailed in the statement ***must*** be attached to the application.

NOTE: New York State Higher Education Services Corporation (NYSHESC) regulations state: “**the granting of a Financial Aid TAP Waiver is intended to accommodate only extraordinary or unusual circumstances beyond the student’s control**” and “...for example, “difficulty adjusting to college life” is not a reasonable basis for a waiver, since that circumstance might apply to many students. Situations that caused a student to lose good academic standing should be beyond the student’s control, not chronic circumstances that cannot be remedied.” Information regarding the use of waivers can be found at: http://www.hesc.ny.gov/content.nsf/CA/TAP_Coach_Waivers) and searching for “waivers”.

Brooklyn College Bulletin;

<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php>

Brooklyn College Financial Aid website;

www.brooklyn.cuny.edu/financialaid/tap

3. In order to submit a Financial Aid TAP Waiver you must schedule an appointment to meet with a financial aid advisor. Appointments can be made online via the BC Web portal under E-Services → schedule an appointment → financial aid scheduling tool (F.A.S.T). Instructions on how to make an appointment can be found at www.brooklyn.cuny.edu/financialaid/appointment. **Any incomplete applications will not be accepted.**

ACADEMIC REQUIREMENTS FOR FINANCIAL AID

Tuition Assistance Program (TAP), NYS Scholarships, and NYS Veterans Tuition Awards

The academic guidelines for New York State (NYS) aid are divided into three major areas: Program Pursuit, Academic Progress and GPA. Students must meet **all** three sets of rules in order to be eligible to receive one or more NYS award each semester.

1. Program Pursuit

Program Pursuit requires all students to complete a specific number of credits each semester. A course is considered completed when a grade of A+, A, A-, B-, B, B+, C-, C, C+, D-, D, D+, P (Passing), or F (Failing) is awarded at the end of the semester. Grades of W (Official Withdrawal), WU (Unofficial Withdrawal), WA (Administrative Withdrawal), WN (Never Attended) or WD (Withdrawal Drop) are not considered completed grades

2. Academic Progress

Academic progress comprises a minimum number of credits to be accrued (earned) with a minimum cumulative grade point average in each term an award payment is received. The progress standard is most clearly presented in chart format (see page 3).

You are reminded that you may receive a onetime only waiver as an undergraduate.

3. C Average

A student who has received two or more full years of state funded aid must have and maintain a cumulative GPA of 2.0 (C Average) or above.

You may receive more than one C Average waiver.

New York State Tuition Assistance Program (TAP) Academic Requirements
(Including all other NYS Scholarship and Award Programs)

To be eligible for a TAP award, students must be enrolled for at least 12 credits or the equivalent. Courses may be counted toward full-time study only if they are applicable toward a degree, as described in the College Bulletin. Electives are acceptable when taken in accordance with published degree requirements. A student may take courses not applicable to a degree in a given semester as long as the coursework is above the minimum full-time requirement of 12 credits.

Undergraduate students may receive TAP awards for 8 semesters; SEEK students may receive TAP awards for 10 semesters.

To receive each TAP payment:

- You must have completed a specific number of credits in the previous TAP semester
- You must have accumulated a specific number of credits towards your degree
- You must maintain a specific minimum GPA (grade point average)
- You must have declared a major by the time you complete 60 credits

In order to receive TAP and scholarships a student must meet specific academic standards.

Students will be evaluated depending on when they received their first TAP payment and whether they are in a remedial program.

FIRST-TIME TAP RECIPIENTS: 2005-2006 AND PRIOR, NON REMEDIAL AND REMEDIAL

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	0	6	18	31	45	60	75	90	105
You must have a GPA of:	0	0	1.0	1.2	2.0	2.0	2.0	2.0	2.0	2.0

FIRST- TIME TAP RECIPIENTS: 2007-2008 thru 2009-2010 plus REMEDIAL

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	3	9	21	33	45	60	75	90	105
You must have a GPA of:	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

(Will be retroactive)

FIRST-TIME TAP RECIPIENTS: 2010 AND Beyond, NON-REMEDIAL

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	6	15	27	39	51	66	81	96	111
You must have a GPA of:	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0



FINANCIAL AID TAP WAIVER APPLICATION

Student Information (Please print legibly in blue or black ink)

Last Name: _____ First Name: _____

EMPLID: _____ Phone #: _____ E-Mail: _____

Semester and Year of Application: Summer ___ Fall ___ Spring ___

Confidentiality Clause:

With respect to the information disclosed herein this application, the financial aid office agrees to: (1) hold in trust and confidence all confidential information herein and will not publish, transfer or disclose to others, directly or indirectly, anything documented in this application without the prior consent or knowledge of the applicant; (2) will not copy or reproduce any confidential information, except where needed for the financial aid TAP waiver process; (3) will not use any confidential information for any purpose without the prior consent of the applicant, except as may be necessary for the financial aid TAP waiver process.

I, the undersigned, hereby acknowledge that:

1. I have read through the Brooklyn College bulletin for information on the academic requirements for financial aid and review the TAP program webpage at www.brooklyn.cuny.edu/financialaid/tap.
2. I have completed and submitted the financial aid TAP waiver application along with the appropriate documentation and forms.
3. I will notify the Financial Aid Office via tap@brooklyn.cuny.edu if I decline to continue with the financial aid TAP waiver process. If I decline to continue with the process, I will be liable for all tuition and/or fees charges.

By signing this form I understand that:

1. I have read thoroughly the Financial Aid TAP Waiver Instructions and the New York State Tuition Assistance (TAP) program academic requirements (Pages 1, 2, 3 & 4).
2. Subsequent financial aid payments are not guaranteed regardless of the outcome of this financial aid TAP waiver application.
3. It is my responsibility to meet the New York State Tuition Assistance Program (TAP) Academic Requirements, as attached on page 3.
4. **It is my responsibility to make full payment for all outstanding balances due to the college, which may incur with the denial of my waiver application or my rejection of continuing with the financial aid TAP waiver process.**

Student Signature: _____ Date: _____

Financial Aid Rep Signature: _____ Date: _____

For Official Use ONLY

TAP WAIVER COMMITTEE DECISION - Approved Denied

TAP WAIVER TYPE Program Pursuit/Academic Progress C Average

TAP COMMITTEE COMMENTS _____

TAP COMMITTEE SIGNATURES _____

Date: _____