Why did I lose My TAP Award?

- TAP awards may be cancelled in instances where students are found to not be taking courses applicable to their degree based on the college bulletin they are following. This can occur mid-semester.
- You are taking a full-time course load but the courses are not applicable to the degree as indicated in your college bulletin.
- You are enrolled in less than 12 credits.
- You are taking not needed electives.
- You did not declare your major prior to the Major declaration deadline posted in the academic calendar and you have earned 60 credits or greater.
- You changed your major and so previously taken courses are now considered electives and you are taking coursework that has now become a not needed elective.
- Based on the TAP payment you are expected to receive you failed to meet one of the three academic progress requirements outlined in this guide.
- You are repeating a class that you have already passed. NYS aid does not allow you to retake a course you have passed in order to improve the grade unless there is a department specific GPA requirement or for additional credit (e.g. certain seminar courses).
- You may repeat a class you failed and receive TAP provided that you are meeting all of the academic progress and course applicability requirements.
- You (or your parents if dependent) are not a NYS resident.
- You did not confirm with the college Registrar's office or Admissions office (if it is your first semester) that you are a U.S. Citizen or Permanent Resident.
- Your Citizenship status regarding your FAFSA is not confirmed and you must submit proof of citizenship or permanent residency to the Financial Aid office (Note this is a separate process related to the FAFSA). You must still submit appropriate citizenship documentation to the Admissions or Registrar as appropriate.
- You earned a high school diploma outside the U.S. but did not take the ATB test by the stated deadline or failed the ATB test.
- You withdrew from your courses in the prior semester and did not earn enough credits to meet progress and pursuit requirements.
- You did not attend courses during the semester for which you sought a TAP payment.
- You have earned the amount of credits needed to graduate (typically 120) but have not graduated yet and will not graduate in that semester.
- If you lose your TAP eligibility you will likely have a tuition liability with the college that will need to be repaid. Therefore, always meet with an academic advisor to discuss your academic eligibility each term.
- Meet with an academic advisor to discuss academic criteria relevant for TAP eligibility requirements.
- Meet with a financial aid advisor to discuss non-academic criteria relevant for financial aid eligibility requirements.
- Proof of High School completion is not on file with the Office of Admissions.

What do I do if I Need Help?

- Speak with an academic or department advisor to obtain the right academic advice based on your bulletin before you register or before the first day of classes so that you are taking coursework applicable to your degree.
- Schedule an in-person or phone appointment with your financial aid advisor to review your TAP eligibility. Understand your other financing options if you are determined not to be TAP eligible.
- Visit us at the Enrollment Services Center in the lobby of the West Quad Building for quick financial aid questions and document submission.
- Visit and read up on TAP at https://www.hesc.ny.gov/.
- Attend a FAFSA and TAP filing workshop if you need help completing the applications. The workshops schedule is available on the Office of Financial aid webpage http://www.brooklyn.cuny.edu/web/about/offices/financial.php
- Make sure you understand your rights and responsibilities as a financial aid recipient.
- Review the college Bulletin and Student Handbook on the college's website for additional resources and information.

Web Addresses

Brooklyn College Office of Financial Aid
http://www.brooklyn.cuny.edu/financialaid

TAP on the Web
http://www.tapweb.org/totw

FAFSA on the Web
http://www.fafsa.gov

CUNYfirst
https://home.cunyfirst.cuny.edu

State Grants, Scholarships & Awards
https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html

BC WebCentral
https://portal.brooklyn.edu/uPortal/f/welcome/normal/render.uP

Useful Phone Numbers

Financial Aid Office	**718.951.5051**
Bursar General	**718.951.5200**
Bursar (Student Accounts)	**718.758.8660**

Brooklyn College | Office of Financial Aid

Revised 3/2018

Brooklyn College | Office of Financial Aid

Understanding and Maintaining Your TAP Eligibility

Brooklyn College
Office of Financial Aid
2900 Bedford Avenue
West Quad Building ESC Lobby and Room 308
www.brooklyn.cuny.edu
Financial Aid Email finaid@brooklyn.cuny.edu

The NYS Tuition Assistance Program (TAP) helps pay your tuition if you (and your parents if dependent) are a NYS resident and enrolled in a bachelor's degree program at Brooklyn College. TAP grants are available for full-time (12 or more credits of applicable coursework) study and may cover up to 100% of your tuition charges each semester. Note that fees are not covered by the TAP grant.

What are the Eligibility Requirements?

- Be a legal resident of New York State (that is, lived in NYS for at least one year prior to the first term for which you are seeking payment).
- Be a U.S citizen, permanent resident or hold an I-94 visa as a refugee, paroled refugee or conditional entrant.
- Have a high school diploma from a U.S. high school, a recognized GED certification, or pass an approved ability-to-benefit test.
- Be matriculated in an approved program of study and be in good academic standing with at least a "C" (2.0 GPA) average as of the 4th semester payment.
- Be meeting the pursuit of progress academic requirements in addition to the GPA requirement.
- Be enrolled as a full-time student taking twelve (12) or more credits applicable toward the degree program, per semester as defined in the college bulletin
- Have declared your major prior to the posted deadline in the semester before earning 60 credits
- If you are transferring in with 60 or more credits have declared your major before the deadline in your first semester.
- You cannot receive a TAP payment once you have earned a minimum of 120 credits and completed your degree requirements.
- Be charged at least $200 tuition per year
- Not be in default on any state or federal student loans and not be in default on any repayment of State awards.

- Meet income eligibility limitations which are the NYS taxable income:
  - ◊ Dependent students or independent students with tax dependents must have a total family net taxable income below $80,001.
  - ◊ Independent students who are single with no tax dependents must have a total family net taxable income below$10,001.
  - ◊ Independent students who are married with no tax dependents must have a total family net taxable in come below $40,001.
- Be in compliance with the terms of any service condition imposed by a NYS award.
- Credit-bearing courses in the student's minimum full-time course load (12 semester hours or the equivalent) must consist of courses applicable to the student's program of study as a general education requirement, major requirement, or elective.
- Electives are acceptable when applicable to a degree in a given semester as long as the coursework is above the minimum full-time requirement of 12-credits

How do I know if my courses are TAP eligible?

- Meet with an academic advisor (Gen Ed) and/or department (Major) advisor to determine what courses, based on your bulletin, you need to take for your degree.
- Check DegreeWorks online through the link in your CUNYfirst Student Center to see if the courses you are enrolled in are needed or not needed for your degree. Make sure to then also check the BC website to review the college bulletin you are following to ensure applicability.
- Check your pending financial aid awards on CUNYFirst to see if you have been awarded an Initial TAP award.
- Do all of this before your bill due date.

What are the Academic Progress Requirements for a NYS TAP award?

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

1. **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), INC (incomplete) 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 -** 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 as presented on the next folio of this guide.
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.

What if I do not meet the Academic Progress Requirements for a NYS TAP award?

- You will not be eligible for TAP in the semester which you are not meeting the requirements
- You can regain eligibility by meeting the requirements for the next payment as indicated on the chart.
- You can also apply for a TAP waiver if your failure to meet the standards was due to a severe circumstance beyond your control.
- The Progress and Pursuit waiver can only be applied one-time during undergraduate study
- A C Average waiver may be applied for multiple times.
- The waiver process is outlined online here: **http://www.brooklyn.cuny.edu/web/off_financialaidTAP_Waiver_Application.pdf**
- Submission of a TAP waiver appeal does not guarantee TAP award approval.

TAP Progress, Pursuit and GPA requirement charts

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 semester:	0	6	6	9	9	12	12	12	12	12
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

First Time TAP recipients: **SEEK** or **2007-2008 through 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 semester:	0	6	6	9	9	12	12	12	12	12
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

Student's receiving TAP who meet ADA definitions and are enrolled part-time										
To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits:	0	3	9	21	33	45	60	75	90	105
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