

THE CITY UNIVERSITY OF NEW YORK

FINANCIAL AID

Award Guide
2011–2012



Useful Websites and Phone Numbers

CITY UNIVERSITY OF NEW YORK (CUNY)

CUNY Financial Aid Information

www.cuny.edu/financialaid

For information about financial aid and available scholarships contact the Financial Aid Office at the CUNY college you plan to attend. The locations and phone numbers are listed in the back of this booklet.

General Information on CUNY

www.cuny.edu

CUNY Scholarship Information

www.cuny.edu/scholarships

FEDERAL GOVERNMENT RESOURCES

Federal Student Aid Application

www.fafsa.gov

Federal Student Aid Information

1 (800) 4-FED-AID (433-3243)

www.studentaid.ed.gov

Student Loan Services

www.StudentLoans.gov

National Student Loan Data System

www.nsls.ed.gov

Selective Service

1 (847) 688-6888

www.sss.gov

Career and College Planning

www.college.gov

NEW YORK STATE HIGHER EDUCATION SERVICES CORPORATION

General Information on your TAP Grant

1 (888) NYS-HESC (697-4372)

www.hesc.org

TAP Coach - N.Y. State Financial Aid Information

www.hesc.com/content.nsf/SFC/Student_TAP_Coach

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Your Financial Aid Award From CUNY

INTRODUCTION

Enclosed with this brochure is your Financial Aid Award Letter detailing the financial aid being offered to you for the 2011 – 2012 academic year. This brochure explains your Financial Aid Award Letter and outlines your rights and responsibilities as a financial aid recipient at The City University of New York. Please read the entire brochure carefully and keep it handy for reference throughout the year. You are responsible for knowing the information in this brochure. Additional information may be obtained by visiting our website at **www.cuny.edu/financialaid**. This information was the most accurate available at the time of publication. It is subject to change at any time without notice due to the nature of federal, NY State and institutional guidelines affecting aid. If anything changes in your financial aid award package, CUNY will inform you of the change. You have the responsibility of informing CUNY of any change in your family's financial situation or any outside scholarships you may receive.

ADDITIONAL IMPORTANT INFORMATION

Financial aid is awarded on an annual basis. You must reapply each year. It is always in your best interest to apply as early as possible.

You cannot transfer campus-based aid offered to you by CUNY to any other school outside of the CUNY system. Campus-based aid offered by any other school cannot be transferred to CUNY. Campus-based aid at CUNY consists of FSEOG, Federal Work Study, Perkins Loans and scholarships.

All financial information submitted by you and your parents will remain confidential and will not be released without your permission.

SECTION I

Financial Aid Award Letters

Award letters list the financial aid offered to you by The City University of New York. Your letter will also list the CUNY college you plan to attend. If this is not the CUNY college that you plan to attend, you must go to the Financial Aid Office at your chosen college and request to have the aid transferred to that school. In addition, the college you will be attending must be listed on your Student Aid Report (SAR). If you need to add a college, go to www.fafsa.gov and select 'Add or Delete a School Code'. Students who receive a paper SAR may make corrections on it and then sign and return it. In addition, if you are a TAP recipient, you must inform the New York State Higher Education Services Corporation that you need to change your college code. You can do this at www.hesc.org or you can contact the college you plan to attend.

Your Financial Aid Award Letter details the financial aid being offered to you for the 2011 – 2012 academic year. In addition, you can review your award by logging in to the CUNY portal at www.cuny.edu and then choose “eFAP (Financial Aid)” under the “Student Applications” heading. If you are unable to access your award online, contact the help desk at your school. To find their contact information click on “Portal Log-in” then “Portal Help” at www.cuny.edu and select your college help desk.

If you have questions about your financial aid offer, you should contact the Financial Aid Office at the CUNY college you plan to attend. The colleges' addresses and phone numbers are listed at the end of this brochure. You may be eligible for one type of aid or a combination of grant, loan, work-study employment and scholarship assistance. Your financial aid package is based on your financial need and your eligibility for various aid programs. We may have included outside funds not offered by CUNY in your package to inform you that we took them into account in considering your eligibility for other assistance.

Read the descriptions of the types of aid in this guide. Remember that any loan(s) you request must be repaid with interest when you leave school or drop below six credits. If you decline any aid, funding limits may prevent us from reinstating it later.

OUTSIDE AID YOU MAY RECEIVE

Any outside aid you are receiving that is not listed on your award notice must be reported. This includes scholarships from all sources; teaching or research assistantships; fellowships; vocational rehabilitation support and all aid from

outside sources. We may need to modify your aid package as a result of your receipt of this aid.

SECTION II

Evaluating College Costs and Financial Aid Packages

The most important consideration when selecting a college should be whether the school is going to meet your educational needs. However, you and your family must also consider costs associated with a college when deciding where to enroll. The goal is not to figure out the best “deal,” but to figure out if your educational choice is affordable.

There are two types of expenses involved in paying for college: fixed costs and variable costs. Fixed costs are usually paid at the beginning of each semester and they include tuition and fees. The variable costs are related to expenses incurred while attending classes, for example, books, supplies and transportation costs.

CUNY FINANCIAL AID ESTIMATOR

To assist you in determining the financial aid you may receive, you can use the Financial Aid Estimator at www.cuny.edu/financialaid. This will calculate your estimated financial aid awards while attending a CUNY college and show your estimated cost of tuition. The Financial Aid Estimator can also help you compare costs at CUNY to other institutions so that you can determine which colleges are most affordable for you. In order to receive a financial aid estimate, you will be asked to supply your Expected Family Contribution (EFC), which is found on your Student Aid Report (SAR). You received this as a result of filing your Free Application for Federal Student Aid (FAFSA).

SECTION III

Financial Aid Payments

The financial aid offered to you in your award letter does not become available until you have registered for classes and attended each class. If you register for classes but do not begin attendance in each class, your financial aid may be cancelled and the money will be returned to the funds from which it was drawn. If any money has been paid to you, it may need to be paid back to CUNY. If you have funds (grants/loans) in excess of your tuition and fee bill,

those excess funds will be mailed to you after the drop/add registration deadline.

A description of each financial aid program is included in this booklet in Section VI. You should read the description of each program discussed in this brochure to make sure that you are fulfilling the requirements of the programs from which you are receiving funds.

GRANTS: These funds will usually be credited to your student account once you have registered for classes each term. Different grant programs may have different credit requirements in order for you to receive those funds.

FEDERAL DIRECT STAFFORD LOAN: These funds may also be credited to your student account once your loan has been originated and approved by the federal government.

FEDERAL PERKINS LOAN: The office designated at your college to handle Perkins Loans will contact you to complete your promissory note as needed. Perkins Loan Master Promissory Notes must be signed every year; this can be done electronically at www.ecsi.net when you sign on for your entrance interview. Once your note is signed, the Perkins Loan funds will be credited to your student account.

SCHOLARSHIPS: Most university and non-university scholarship funds will be automatically credited to your student account unless the outside agency has made arrangements either to give you the check directly or to send the check to the Bursar's Office at the college you will be attending. Remember, even if you are given the check directly, you are obligated to inform the Financial Aid Office of your receipt of these funds.

SECTION IV

Attendance and Credit Load

NON-ATTENDANCE FIRST TERM

If you are offered aid for the full academic year (Fall and Spring semesters) and you will not be enrolling until the Spring term, you must notify the Financial Aid Office at your college as soon as possible. Certain scholarships such as the Vallone Scholarship may be lost if the term of your entry into CUNY is not updated in the Admissions Office.

ENROLLING FOR LESS THAN FULL-TIME

In computing your aid package, we have assumed that you are enrolling on a full-time basis (12 credits or more). If you will be enrolling for less than full-time, we may recalculate your aid to reflect your reduced costs.

Your Pell Grant eligibility is partly based on your enrollment status as of the end of the third week of classes or whenever your Pell Grant becomes payable. Other than Pell Grants which can be paid to undergraduate students enrolling for as little as one credit, students enrolling for less than six credits are not eligible for financial aid. Credits for which a student enrolls in an audit capacity do not count for financial aid purposes.

REDUCING CREDIT LOAD

If you enroll for a full-time credit load (12 credits or more) but drop credits, you may only qualify for a reduced amount of aid. If you are employed in a work-study position you must terminate work-study employment if you reduce your credit load below half-time (six credits). Student loan repayment is usually deferred until the student leaves school or drops below six credits. You should investigate your loan repayment options if this occurs.

ADDRESS AND EMAIL CHANGES

We may send correspondence to your mailing address and we may contact you at the email address you entered on your FAFSA. It is your responsibility to keep both addresses updated with your college.

WITHDRAWAL

There are federal regulations pertaining to recipients of financial aid funds who withdraw from school. They require the school, and sometimes the student, to repay some or all of the financial aid that was received. When these regulations require a larger repayment to federal funding sources than the amount specified by the school's refund policy, the student will be responsible for the difference.

These "return of funds" regulations apply only if you withdraw before completing at least 60 percent of the term. However, even if you complete 60 percent of the term, you will still be subject to repaying any loans received according to the terms of the promissory note.

If you leave school during the semester without officially withdrawing, we will attempt to verify your last day of class attendance. We will then determine how much aid is to be repaid based on the documentation we receive from your instructor(s).

You must repay the required amount during the term in which you withdraw. Students failing to repay the required amount will have a hold placed on their records and will not be eligible to re-enroll at any CUNY college until repayment occurs.

SECTION V

Satisfactory Academic Progress

Undergraduate students must make satisfactory academic progress towards the completion of their degree in order to remain eligible for federal and NY State financial aid.

SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL FINANCIAL AID PROGRAMS

- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment.
- Your earned credits must be equal to or greater than 2/3 or 66 percent of your total credits attempted. For example: If you take 24 credit hours during two terms you must complete at least 16 credits to be considered as making satisfactory progress towards the completion of your degree.
- The credits you attempt can be no more than 150 percent of the credit hours normally required for the degree. For example: if the degree requires 120 credits, you can attempt no more than 180 credits.

Attempted credits are courses you registered for and did not drop before the last official withdrawal date.

SATISFACTORY ACADEMIC PROGRESS FOR NEW YORK STATE FINANCIAL AID PROGRAMS

- For payment in your first TAP semester, you must take at least six degree credits as part of your full-time course load. The required number of degree credits will increase in each subsequent semester.
- Students enrolled in remedial coursework are still required to be full-time including their remedial and degree coursework.
- You must attain a minimum GPA for each payment requested.
- If you repeat a course that you previously passed, you may not count the repeated course towards your full-time enrollment for TAP purposes unless your curriculum required a higher grade than you achieved. If you repeat a course that you previously failed, you may include that course towards full-time enrollment for TAP purposes.
- Remedial courses may be counted toward full-time enrollment for TAP purposes.

APPEAL PROCESS: If you become ineligible for financial aid under the above rules you may appeal in writing, explaining the factors that resulted in not meeting the GPA or degree

credit requirement. You need to contact the college you are attending to find out the exact procedures for appealing your financial aid ineligibility.

SECTION VI

Description of Financial Aid Programs

Financial aid is provided by the federal government, New York State, New York City and CUNY. The types of financial assistance are:

GRANTS: Money that does not have to be repaid and is usually based on financial need.

SCHOLARSHIPS: Money that does not have to be repaid and is usually based on academic merit.

LOANS: Money for school that is borrowed and must be repaid with interest.

WORK-STUDY: Money earned from a job that is provided by the College Financial Aid Office.

FEDERAL STUDENT AID GRANT PROGRAMS

The United States Department of Education offers federal financial assistance programs, which include: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and Federal Work-Study (FWS). Each of these programs is discussed separately. The following are requirements and conditions students must meet to be eligible for these programs:

- Admission into a degree-seeking program.
- Register for at least six credit hours of study (except for Pell Grants which can be awarded if you are registered for as little as one credit).
- Be in good academic standing and making satisfactory progress toward completing a degree.
- Be a U.S. citizen or eligible non-citizen.
- Not be in default of a previous federal student loan or owe a refund of financial aid previously received.
- Provide documentation to verify the information on the FAFSA if it is requested.
- Have registered with the Selective Service (for males between the ages of 18 – 25).
- Not be convicted of possessing or selling illegal drugs while receiving financial aid.

FEDERAL PELL GRANTS

In the 2010 – 2011 academic year, the maximum Pell Grant was \$5,550 a year. Pell Grants are awarded to undergraduate students, who haven't earned a bachelor's or graduate degree. The federal government provides enough funding so that every student who is qualified for this program will receive funds.

Students who received their first Pell payment in the 2008 – 2009 award year or after, will be limited to a maximum of 18 terms of full-time Pell payments or its equivalent for part-time study.

Students who accelerate progress toward their degree may be eligible to receive additional funds from the Pell Grant program. To qualify for additional funds, you must have the ability to successfully complete more than 24 credits during an award year (Summer, Fall and Spring terms). You must also be enrolled at least half-time (6 credits) for the term in which you will be receiving the additional funds. To find out if you qualify for the additional Pell award you can inquire at your school's Financial Aid Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

FSEOG is a federal, campus-based program. If you demonstrate exceptional financial need, CUNY could award you funds from the limited FSEOG fund. Preference is given to students who receive a Pell Grant. In addition to exceptional need, CUNY requires that you demonstrate a willingness to assist in financing your education through part-time employment or federal loans. To receive FSEOG you must be registered for at least six credit hours and have not completed a bachelor's degree.

TEACH GRANT PROGRAM FOR GRADUATE STUDENTS

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. The TEACH Grants will be awarded to eligible graduate students at CUNY. The aggregate maximum amount is \$8,000 for graduate students.

CONDITIONS

In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar

years of completing the program of study for which you received a TEACH Grant.

IMPORTANT: If you fail to complete the required service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed.

To receive a TEACH Grant you must meet the following criteria:

- Complete the Free Application for Federal Student Aid (FAFSA), although you do not have to demonstrate financial need.
- Be a U.S. citizen or eligible non-citizen.
- Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework.
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25).
- Sign a TEACH Grant Agreement to Serve (see below for more information).
- Complete counseling before receiving each TEACH Grant award.

High-need fields include: Bilingual Education and English Language Acquisition, Foreign Language, Mathematics, Reading Specialist, Science and Special Education. To access the list of teacher shortage areas, please go to www.ed.gov/about/offices/list/ope/pol/tsa.html.

SCHOOLS SERVING LOW-INCOME STUDENTS

Elementary or secondary schools serving low-income students are listed in the Department of Education's Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits. To access the Directory, please go to www.tcli.ed.gov and click on the SEARCH button.

TEACH GRANT AGREEMENT TO SERVE

Each year you receive a TEACH Grant, you must sign a TEACH Grant Agreement to Serve that is available electronically on the Department of Education website. The TEACH Grant Agreement to Serve specifies the conditions under which the grant will be awarded, the teaching service requirements and includes an acknowledgment by you that you understand that if you do not meet the teaching service requirements you must repay the grant as a Federal Direct

Unsubsidized Stafford Loan with interest accrued from the date the grant funds were disbursed.

FEDERAL WORK-STUDY

The Federal Work-Study (FWS) program provides you with an opportunity to be placed in a part-time job that accommodates your academic schedule. If you are awarded Federal Work-Study, you must find an eligible work-study job, either on-campus or off-campus, to receive the funds. Each college's financial aid office can help you find a Federal Work-Study job.

To receive FWS:

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete a Department of Homeland Security Form I-9. (This form documents that you are eligible to work in the United States).
- You must complete IRS Form W-4, before being placed in a FWS job. (This form determines how much federal income tax should be withheld from your pay, if any).

The amount of financial assistance we offer you in the form of a work-study job reflects the maximum amount of money you will be eligible to earn under the Federal Work-Study program. This does not necessarily mean that you will actually earn the entire amount during the academic year. Your earnings are determined by the rate of pay associated with your job and the number of hours you work per week. Students employed under Federal Work-Study are paid on a biweekly basis.

Additional information on FWS:

- Earning the FWS award is contingent upon working sufficient hours that do not conflict with your classes. Awards do not extend beyond the end of the academic year, and you cannot be paid more work-study funds than you have been awarded by CUNY. You must keep track of your FWS earnings so that you do not exceed your award.
- Before working during an inter-session or vacation period you must contact the Financial Aid Office at your college to determine how many hours you may work.
- You must have FICA taxes withheld from your pay if you are employed off-campus or you work during the winter session.
- If you graduate or you will not be enrolled for at least six credit hours in the spring term, you must stop working the last day of the fall semester.

- If you receive prior permission from the Financial Aid Office at your college, you may use part or all of your FWS award during the summer term.

FWS earnings are considered taxable income and are treated just like any other employment when completing tax returns. However, work-study earnings are not considered as income for aid eligibility purposes when you reapply for financial aid next year.

If FWS is included in your aid package we will send you more information about it. Please keep in mind that if you decline work-study, funding limits may prevent us from reinstating it later if you change your mind. If you have questions about work-study, you should call the Financial Aid Office at the college you will be attending. Phone numbers and addresses are included at the end of this brochure.

NON-FWS JOBS

Although work-study positions are limited to students who are eligible for funds from the Federal Work-Study program as part of their financial aid package, there are many other employment opportunities available through the career office at your college. You should contact them if you seek part-time employment.

NEW YORK STATE PROGRAMS

TUITION ASSISTANCE PROGRAM (TAP)

New York State's Tuition Assistance Program (TAP) provides grants to students to assist them in paying tuition. Families with New York State Net Taxable Income (gross income less deductions and allowances for exemptions) of \$80,000 or less qualify to receive TAP grants. The TAP program is administered by the NY State Higher Education Services Corporation (HESC).

Undergraduate TAP awards range from \$500 to full CUNY tuition. If there is a TAP award on your CUNY financial aid award letter, note that the amount of the award is an estimate. Go to www.hesc.org to check the status of your award.

The requirements and conditions for TAP eligibility are as follows:

- You must be a New York State resident.
- You must submit the FAFSA and the TAP application before June 30, 2012.
- You must be admitted into a degree program.
- You must register for at least 12 credits or equated credits each semester for which you receive a TAP award.

- A minimum of 12 Credits must be applicable toward your degree.
- If you are pursuing a bachelor's degree you must declare a major before the beginning of your third year (before 61 credits). If you are pursuing an associate's degree you must declare a major before the beginning of your second year (before 31 credits).
- In your first semester at least three college credits of your full-time enrollment must be college credit-bearing course work. For all subsequent semesters, you should check with your financial aid office to obtain the minimum number of degree credits required.
- You must make academic progress towards a degree. The minimum academic requirements are available from the Financial Aid Office at your CUNY college and are published in your college catalog.
- Higher Education Services Corporation (HESC), the agency which administers the TAP program, will verify the income tax information on your TAP application with the New York State Department of Taxation and Finance.
- Disabled students (as defined by the ADA) may be eligible to receive TAP when taking a less than full-time course load (contact your college for more information).
- You must have graduated from high school in the U.S., earned a GED or passed a federally approved Ability-to-Benefit test as defined by the Commissioner of the State Education Department.
- You must maintain a "C" average after receiving four semesters of TAP payments.
- You are allowed a total of 48 TAP points for your entire undergraduate degree. You use six points for each full-time TAP payment. You may receive up to six semesters as an associate degree student. For some special programs you can earn up to 10 semesters and are allowed a total of 60 points.

AID FOR PART-TIME STUDY (APTS)

APTS is a grant from New York State for students pursuing a degree as a part-time undergraduate student. The amount of the grant is determined by CUNY, and is based upon the availability of funds from New York State. You must have completed the FAFSA, TAP application and the CUNY Financial Aid Supplement form to be considered for APTS.

You must meet the same eligibility requirements as the TAP program, although you must be registered for at least six credits, but less than 12, of which at least three must be non-remedial credits.

PART-TIME TAP

Part-time TAP allows for partial TAP payments for students taking 6 –11 credits. To be eligible for Part-time TAP, students must have earned 12 credits or more in each of two consecutive semesters, prior to dropping to part-time (6 –11 credits). In addition, students must maintain a “C” average.

SEEK AND CD

SEEK (Search for Education, Elevation and Knowledge) is a New York State program available at CUNY’s four-year and comprehensive colleges and designed to assist students who are both academically and financially disadvantaged. CD (College Discovery) is the companion program, funded by the City of New York, at community colleges. To receive funds from SEEK or CD you must complete both the FAFSA and TAP applications and you must register as a full-time student.

Admission into the SEEK or CD program is part of the CUNY admissions process; there is no separate application. Admission is based on both your financial situation and your academic background. If you are a new CUNY student and have been admitted into the SEEK or CD program, your SEEK or CD funding will not appear on your financial aid award letter until you have submitted all the financial documents required to prove economic eligibility for these programs.

OTHER NEW YORK STATE SCHOLARSHIPS AND AWARDS

New York State offers a number of special scholarships for students who excelled in high school or who may be pursuing particular academic objectives. Information about these scholarships is available from the New York State Higher Education Services Corporation at www.hesc.org.

NEW YORK CITY PROGRAMS

PETER F. VALLONE ACADEMIC SCHOLARSHIP

Established by the New York City Council, the Vallone Scholarship rewards New York City high school graduates who have proven their ability to succeed academically while in high school. For the 2010 – 2011 academic year, the Vallone Scholarship was \$500 (\$250 a semester). All students who apply for admission to CUNY are automatically considered for a Vallone Scholarship. Funding for the Vallone Scholarship is determined annually by the New York City Council and is subject to change.

To qualify for a Vallone Scholarship you must:

- Complete and submit a FAFSA.

- Graduate from a New York City high school with at least an 80 CAA average (as calculated by CUNY).
- Pass at least 12 college preparatory courses in high school.
- Enroll at a CUNY college as a full-time student within one year of graduating from high school.
- Attend CUNY before attending any other post-secondary institution.

Once you receive a Vallone Scholarship you must meet the following terms of the program to continue to receive the award:

- Maintain continuous full-time enrollment at a CUNY college.
- At least six credit hours of your full-time enrollment in your first semester must be college credit-bearing coursework.
- Maintain a cumulative Grade Point Average of 3.0 or higher.
- If you are a community college student you must earn at least 39 credits by the end of your fourth semester.
- If you are attending a four-year or comprehensive college you must earn at least 90 credits by the end of your eighth semester.
- Complete and submit a FAFSA each year.

If you are a student pursuing an associate's degree you may receive a Vallone Scholarship for a maximum of six semesters. If you are a student pursuing a bachelor's degree you may receive a Vallone Scholarship for a maximum of 10 semesters.

If you become ineligible because you are unable to meet the terms outlined above, your award will be discontinued and cannot be reinstated. However, if you lose eligibility for a Vallone Scholarship due to extenuating circumstances, you can appeal. The appeal process is different at each of the CUNY colleges. More information regarding the appeals process can be obtained at the college Financial Aid Office.

CUNY PROGRAMS

COLLEGE SCHOLARSHIPS

Many CUNY colleges have scholarship programs available to their students. Information about these scholarships can be found online at www.cuny.edu/scholarships. In addition, each college Financial Aid Office can provide you with information about the various scholarships they have available.

Scholarships are usually awarded based upon academic achievement, but some require both academic achievement and financial need. Most scholarship recipients at CUNY are

selected by the various colleges or departments within the University.

TUITION PAYMENT PLAN

CUNY colleges participate in the TuitionPay monthly payment plan to help parents and students budget tuition and fee expenses during the year. Details about this program may be obtained at www.tuitionpay.com/cuny or the Bursar's Office at your CUNY college.

EXTERNAL SCHOLARSHIPS

Information on non-university scholarships is available by researching in libraries and on the Internet. External scholarships are awarded based on a wide range of criteria, including special skills, community activities and organizational affiliations. An example of a good scholarship website is www.fastweb.com or www.collegeboard.com. Sometimes the acceptance of a scholarship will reduce or eliminate your other financial aid. If we have not been able to fund your full need, your scholarship will probably have little effect on your aid package. However, if the aid you accepted is equal to your need, we will reduce your aid package (usually loans or federal work-study) by the amount of your scholarship. If necessary, we will also reduce any gift aid to ensure the total amount of aid you receive, including the scholarship, does not exceed your need.

SECTION VII

Student Loans

If you find that you will need to borrow money to pay for college education costs, there are federal loans available to you. The loan program CUNY participates in is the Federal Direct Stafford Loan program, also referred to as Federal Direct Loans, where students borrow directly from the federal government. Just like any other loan, these loans are repaid with interest. If you have financial need, you are eligible for a subsidized Direct Loan. With Direct Loans, no interest is incurred as long as you maintain a least half-time enrollment (6 credits). The unsubsidized Direct Loan is available to students who do not show financial need, or who want to borrow more than the subsidized limits allow. With this loan you are charged interest while you are attending college.

While student loans can be a good way to help finance an education, it is important to understand your responsibilities as a student loan borrower. If you fail to meet the terms of the

loan, it will impact on your ability to borrow for a car, a home and other future purchases. If you have questions about the terms of a loan, you should not sign the promissory note until these questions are answered to your satisfaction.

There are several types of student loans available. Each loan program has specific eligibility criteria, repayment, grace periods, cancellation and/or deferment options. All student loans will require you to sign a promissory note.

Keep copies of all documents concerning your loan: award notice letters, application/promissory notes, correspondence from the college Financial Aid Office, letters from your Direct Loan Servicer, etc.

GENERAL INFORMATION ABOUT LOANS

- You can view your loan information online by visiting **www.nslds.ed.gov**.
- You are responsible for notifying your Direct Loan Servicer when you leave school or are no longer enrolled at least half-time, and whenever your address changes.
- Before receiving either a Federal Direct Loan or a Federal Perkins Loan you must complete an Entrance Interview which will provide you with information regarding your rights and responsibilities as a borrower.
- If you receive a Federal Direct Loan or a Federal Perkins Loan and you drop below half-time status, you must contact your college Financial Aid Office to arrange for an Exit Interview.
- You may prepay all or any part of the unpaid balance on your loans at any time without penalty. This will decrease the amount of interest that you pay over the life of the loan.
- If you are unable to make your loan payments, contact your Direct Loan Servicer to inquire about alternate arrangements for repayment.
- If you make your payments on time, your credit record will reflect this. Late payments and defaults on your student loan are reported to all national credit bureaus.
- You will be considered in default and may have charges assessed if you fail to (1) make installment payments when due; (2) submit deferment/cancellation forms in a timely manner; or (3) comply with other terms of the promissory note.
- Defaulted student loans could prevent you from being approved for educational and commercial loans in the future.

FEDERAL DIRECT LOANS (DIRECT LOANS)

You do not need a cosigner to borrow a Federal Direct Loan, and there is no credit check for undergraduate Direct Student Loans. Unlike most colleges, CUNY does not automatically award Direct Loans. To request a loan, you must contact your Financial Aid Office.

Federal Direct Loans are not automatically included in the financial aid package listed on your CUNY financial aid award letter. A Federal Direct Loan will appear on your award letter only if your loan was submitted and originated by the college Financial Aid Office before your award letter was printed.

For a Federal Direct Loan Request Form contact your college's Financial Aid Office. For some CUNY colleges, you can access a Federal Direct Loan form and request your loan online by signing on to the CUNY portal at www.cuny.edu and select 'eFAP' on the 'My Page' screen. This may not be available for all CUNY schools. If this is the first Federal Direct Loan you are borrowing, you may either complete your Master Promissory Note (MPN) online or complete a paper note depending on the CUNY college you are attending. If you are a continuing student who had completed an MPN in the past, your loan request may be processed without any additional paperwork from you. Your loan proceeds are then drawn down from the federal government and your loan is disbursed (paid) to you in two disbursements. If your loan is certified before your tuition and fees are due, your loan will show as a credit to your account. Otherwise, the loan proceeds will be sent directly to you if you have no outstanding charges to be paid. Loans are paid to students based on a schedule set up with the Office of the University Controller by your CUNY college.

Once a Direct Loan Request form is submitted to the Financial Aid Office at your college, they will evaluate your unmet need (cost of attending CUNY minus your family contribution, minus any financial aid already awarded) and certify that you are eligible for a subsidized Direct Loan.

ANNUAL LIMITS FOR FEDERAL DIRECT LOANS

If you are a dependent student your maximum eligibility, whether subsidized or a combination of subsidized and unsubsidized loans, cannot exceed the amounts shown in the chart below. Independent students, however, are eligible to borrow additional funds from the unsubsidized Direct Loan program. If a parent of a dependent student applies for a PLUS Loan and is denied because of a negative credit history, you may be eligible to borrow additional money using the unsubsidized loan program.

**Annual Limits for Federal Direct Loans
for the 2011 – 2012 Academic Year**

	Subsidized	Total (subsidized & unsubsidized)
Dependent Undergraduate		
First Year	\$3,500	\$5,500
Second Year	\$4,500	\$6,500
Third Year & Beyond	\$5,500	\$7,500
Independent Undergraduate		
First Year	\$3,500	\$9,500
Second Year	\$4,500	\$10,500
Third Year & Beyond	\$5,500	\$12,500
Graduate and Professional		
All Years of Study	\$8,500	\$20,500

The aggregate maximum of subsidized and unsubsidized combined for a dependent undergraduate is \$31,000 (\$23,000 maximum in subsidized) while the maximum for an independent undergraduate is \$57,000 (\$23,000 maximum in subsidized). Graduate and professional students' combined maximum is \$138,500 (\$65,500 maximum in subsidized).

INTEREST RATES AND FEES

Rates on direct loans may be adjusted on July 1, every year. Undergraduate subsidized loans taken during the 2010–2011 academic year are being charged an interest rate of 4.5 percent and unsubsidized loans an interest rate of 6.8 percent. On July 1, 2011 the interest rate for undergraduate subsidized loans will drop to 3.4 percent and unsubsidized loans will remain at 6.8 percent. The repayment on both subsidized and unsubsidized loans begins six months after you graduate, leave school or drop below six credits.

The federal government charges all borrowers an origination fee at the time the loan is disbursed which is deducted from your loan amount. This is in addition to interest charges that may accrue. A portion of this charge is deferred until you begin repayment. If you pay your loan on time you will not be charged this fee.

ADDITIONAL INFORMATION ON DIRECT LOANS:

- The funds are disbursed once a semester, unless you are scheduled to register for only one semester in the academic year, or you have been granted a loan for only one semester. In that case the loan will be disbursed in two equal payments during the semester for which you have registered.

- If you request a Direct Loan and later decide you do not need the funds, you may decline the loan by notifying your Financial Aid Office.
- A Federal Student Loan Ombudsman office is available for assistance with loan problems at 1(877) 557-2575 or visit www.ombudsman.ed.gov.

You may also write them at: U.S. Department of Education, FSA Ombudsman, 830 First Street NE, 4th Floor, Washington, DC 20202-5144

REPAYMENT

There is a six month grace period for your Direct Loans. If you have a subsidized loan, you do not have to pay any principal and you will not be charged interest during the grace period. For an unsubsidized loan, you do not have to pay any principal, but you will be charged interest. You can either pay the interest as you attend school or it will be capitalized (e.g., added to the principal loan balance) later.

Your Direct Loan Servicer will send you information about repayment and you will be notified of the date repayment begins. However, you are responsible for beginning repayment on time, even if you do not receive this information.

For further information about student loan repayment provisions, deferments and cancellation visit the CUNY website at www.cuny.edu/financialaid, select “Student Loans” and then select “Federal Direct Loans”.

FEDERAL PLUS LOANS FOR PARENTS

If you are considered to be a dependent student, one of your parents may be eligible to apply for a federal loan to help pay your college expenses. Federal PLUS Loans for Parents is different from the Direct Loan for students in several ways. PLUS Loan borrowers are subject to a credit check and repayment of the PLUS Loan usually begins while you are still a student. The interest rate is recalculated on July 1, each year. In 2010 –2011 PLUS Loan borrowers were charged 7.9 percent fixed interest.

If you and your parents are interested in this program, you should contact the Financial Aid Office at your school.

To receive a PLUS Loan you must:

- Request the loan from your Financial Aid Office.
- Be able to pass a credit check (parents only).
- Complete and submit a FAFSA.

FEDERAL PERKINS LOANS

Unlike Federal Direct Loans, Perkins Loans are packaged centrally at CUNY and will appear on your award letter. Each year you are awarded a Federal Perkins Loan, you will be required to complete an electronic Master Promissory Note (MPN). Once you have accepted your loan, you will receive information instructing you on how to complete the note. Once completed, the loan will appear as a credit on your bill.

To receive a Perkins Loan you must do the following:

- Sign a promissory note.
- Register for at least six credit hours.
- Attend a CUNY Perkins Loan Default Reduction session held on your campus.

BORROWING MAXIMUMS: Undergraduates may borrow up to \$27,500 during their undergraduate career. Graduate students may borrow up to \$60,000, including their undergraduate loans. This is the maximum allowed by law. The amount awarded is based on the Federal Perkins funds CUNY has available each year, as well as the student's financial need.

INTEREST: The interest rate is five percent a year. You are charged no interest as long as you are enrolled at least half-time in an undergraduate, graduate or professional school.

REPAYMENT: Federal Perkins Loans provide a nine month grace period after you are no longer enrolled at least half-time. You receive the first bill 12 months (nine month grace period plus the first quarter) after leaving school. The amount of the quarterly bill and the length of the repayment period will vary according to the total amount borrowed. The maximum allowable repayment period is 10 years (120 months).

DEFERMENT: Deferments of principal and interest payments may be obtained under the following circumstances (see your promissory note for more detailed information).

- For any period during which you are enrolled at least half-time.
- For up to three years while you are seeking but unable to find full-time employment or are experiencing economic hardship.
- During the period you are engaged in military service described under the cancellation provisions.

Deferment forms can be downloaded from www.ecsi.net and must be submitted in a timely manner to the Financial Aid Office.

CANCELLATION: Your loan may be eligible for cancellation. See your Perkins Loan officer at your college for further information.

FEDERAL PLUS LOANS FOR GRADUATE AND PROFESSIONAL STUDENTS

Graduate or professional students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus any other financial assistance the student receives. The terms and conditions applicable to Parent PLUS Loans also apply to Graduate/Professional PLUS Loans. In the 2010–2011 academic year the interest rate of these loans was a fixed rate of 7.9 percent. The rate may be adjusted every year on July 1st. Applicants must fill out a FAFSA and have applied for their annual maximum loan eligibility under the Federal subsidized and unsubsidized Direct Loan Program before applying for a Graduate/Professional PLUS Loan.

The repayment period for a Direct PLUS Loan made to a graduate or professional student begins on the date of the final disbursement of the loan and the first payment is due within 60 days after the loan is fully disbursed. A Graduate PLUS borrower may receive a deferment while enrolled at least half-time at an eligible school. Upon dropping to less than half-time enrollment status, the borrower is not entitled to a grace period on his/her PLUS Loans.

Graduate PLUS borrowers have nearly all the repayment options as Direct Loan borrowers. The exception is that the Direct Loan Income Contingent Repayment Plan is not an option for Direct PLUS Loan borrowers.

ALTERNATIVE LOANS

Alternative Loans are offered through private lenders and are meant to provide additional educational funding only after a student and his/her family has exhausted all other sources of funding such as federal and state aid. These loans are not guaranteed by the federal government and may carry high interest rates and origination fees. All the loans require a credit check and most will require a cosigner if the borrower has little or negative credit history.

CUNY does not recommend any specific lender/programs. Contact the lender of your choice for details about their program and application process.

SECTION VIII

Determining Your Aid Eligibility

This section will explain how your financial aid eligibility was determined. If after reviewing this information you still have questions, please contact the Financial Aid Office at the CUNY college you will be attending.

The basic formula used to determine your financial need is:

Cost of Attendance - Estimated Family Contribution = Financial Need

If your financial need is greater than zero you may be eligible for grants, work-study employment and/or subsidized Direct Loans. If your financial need is zero you are eligible for only non-need based loans, such as an unsubsidized Direct Loan.

Each year the cost of attendance estimates are revised by CUNY using current student cost surveys. The formula used by the Federal Student Aid Programs to determine the estimated family contribution is used in all post-secondary institutions.

COST OF ATTENDANCE

In the Spring 2011 term undergraduate full-time in-state tuition at the community colleges, which offer two-year associate programs, was \$1,650 per term and at the four-year colleges, which offer four-year baccalaureate programs, was \$2,415 per term. Tuition for part-time students in the Spring 2011 term was \$205 per credit at a four-year college and \$140 per credit at a community college.

In the Spring 2011 term full-time tuition for out-of-state students was \$220 per credit at the community colleges and was \$435 per credit at the four-year colleges. Fees at the various CUNY colleges range from approximately \$150 to \$240 per term.

The cost of your education, whether it is at CUNY or any other college, includes more than tuition. When we calculate your eligibility for financial aid, we assign you a “Cost of Attendance Budget”. This budget includes allowances for the cost of books, supplies, transportation and miscellaneous personal expenses.

These budgets are updated yearly based on the Federal Bureau of Labor Statistics figures of increased costs. The CUNY student expense budget could be described as “modest but adequate”.

Below is the estimated budgets for your variable costs (in addition to tuition and fees) for students living at home and

away from home. Your estimated cost of attendance is listed on your award letter.

2011–2012 NINE MONTH BUDGET

Students Living at Home

Books and Supplies	\$1,179
MetroCard during the academic year	\$986
Lunch	\$1,105
Personal Expenses	\$1,733
Room and Board at home	\$1,655
Total Variable Costs	\$6,658

Students Living Away From Home

Books and Supplies	\$1,179
MetroCard during the academic year	\$986
Lunch	\$1,105
Food at home	\$1,875
Personal Expenses	\$3,837
Housing	\$7,920
Total Variable Costs	\$16,902

ESTIMATED FAMILY CONTRIBUTION (EFC)

Using a formula provided by the federal government, financial aid programs use your Estimated Family Contribution (EFC) to determine if you are eligible for assistance. The answers you provided on the FAFSA are used to measure your, and your family's, ability to pay for a college education.

It is a basic premise of financial aid that the primary responsibility for paying for college belongs to the student and the student's parents to the extent that they are able to do so. The analysis of your parents' financial strength includes consideration of their income, certain assets, family size, number of family members in post-secondary education and other related factors.

The analysis of student resources used in computing the EFC includes savings, student and spouse income and certain assets and other benefits. As directed by federal rules, we usually use a student's previous year's income in calculating the EFC for the following academic year.

INDEPENDENT STUDENTS

In certain cases, students may be considered financially independent of their parents for the purpose of federal student aid. For the 2011 – 2012 academic year, you are an independent student if any one of the following applies to you:

- Born before January 1, 1988.
- Are a veteran of the U.S. Armed Forces.

- Are a graduate or professional student.
- Are married.
- Have legal dependents other than a spouse.
- As of age 13 or older, you are an orphan and you were in foster care or a ward of the court.
- You are an emancipated minor as determined by your state of legal residence.
- You are in legal guardianship as determined by your state of legal residence.
- After July 1, 2010, you were determined to be an unaccompanied youth who is homeless or were self-supporting and at risk of being homeless.
- Document unusual circumstances that prevent the student from providing family information.

The regulations for independent status are different for New York State financial aid. Students are not automatically considered to be independent for the purpose of the TAP program until they reach the age of 35. To be considered an independent student for TAP, APTS or Part-Time TAP during the 2011 – 2012 year a student must meet all of the following conditions:

- Did not and will not live in the parents home or a building owned or leased by the parents in 2010, 2011 or 2012, even if he/she paid rent.
- Is or will not be listed as a dependent of the parents on the 2010 or 2011 tax return.
- Did not and will not receive more than \$750 in financial assistance (loans, gifts, etc.) from either or both parents in 2010, 2011 or 2012.
- If the student answers yes to any of the dependency questions on the TAP application, and is under the age of 35, he/she must provide parent financial information to be considered for TAP.

If a student is under 22 years old by June 30, 2011, the student must meet the basic conditions for independent status plus one of the following special conditions:

- The student's parents are deceased or are totally and permanently disabled or have been declared incompetent by judicial action.
- The student is a ward of the court. This does not include incarcerated students.
- The student is receiving public assistance under his/her own name. This does not include food stamps or unemployment insurance.
- The student has been rendered financially independent due to the involuntary dissolution of his/her family

resulting in the relinquishment of his/her parents' responsibility and control.

- The student is a veteran and has been honorably discharged from the armed services.

If the student answers all the independent questions on the TAP application “no” and is under the age of 22, he/she must document that one of these special conditions has been met. HESC will send the student a Financial Independence Supplement form when they receive and process the student's TAP application.

WAIVER OF SPECIAL CONDITIONS

The student does not have to meet the special conditions (but must still meet the basic conditions) if he/she was married on or before December 31, 2010, is enrolled as a graduate student in the 2010 – 2011 academic year or received TAP as an independent student in the prior award year (2010 – 2011).

APPEALING YOUR CONTRIBUTION / FINANCIAL AID AWARD

Your family contribution for federal financial aid (Pell, FSEOG, FWS, Perkins Loans) was calculated based on the information you provided on your FAFSA. If something has changed in your family situation such as one of your parents losing a job or having major medical expenses that we may not have taken into account, you can appeal your family contribution. You must provide your CUNY college Financial Aid Office with an appeal letter explaining the change in circumstances and any documentation that supports this change (unemployment checks, medical bills, etc.) The Financial Aid Office will re-evaluate your application and may recalculate your family contribution which could change your Pell eligibility. CUNY colleges will only conduct this re-evaluation if there have been major changes in your family's financial situation.

CUNY awards virtually all of the federal financial aid that it has available for students when initial financial aid packages are produced. Some colleges have raised additional scholarship funds which they make available to students. These college scholarships can be researched on the individual CUNY college websites. Additional FSEOG, FWS or Federal Perkins Loan funds are only awarded to students in the most disadvantaged situations. If you feel that you may qualify for additional funding, contact the Financial Aid Office at the CUNY college you will be attending.

Appeals of New York State awards are handled differently. Rather than your college making the determination of your

change in economic circumstances, the Higher Education Services Corporation (HESC) makes those decisions.

SECTION IX

Tax Benefits and Liability

The federal government has provided several ways in which your income tax burden can be reduced when you, or your family, pay for a college education. Detailed information regarding these benefits can be found in the IRS publication 970. It can be found online on the IRS website www.irs.gov or by calling (800)TAX-1040.

In addition to providing tax breaks, some forms of financial aid are considered taxable income. Federal Work-Study earnings are taxable. Grants and scholarships can also be taxable income. You should save all your receipts for tuition, fees, books and supplies and consult a tax advisor to determine your tax liability.

UNIVERSITY REPORTING

CUNY is required to send information to you and to the Internal Revenue Service (IRS) about your tuition charges, grants and scholarships on Form 1098T which you should receive by the end of January. It is your responsibility to use this information as well as your own records to fill out your tax return.

NEW YORK STATE TAX BENEFITS

New York State provides for a tax credit or deduction against income for college tuition payments. More information about this program can be found at www.tax.state.ny.us. For additional tax information go to www.cuny.edu/financialaid and choose Tax Benefits.

NOTICE: INFORMATION IN THIS BOOKLET IS ACCURATE AT THE TIME OF PUBLICATION.

SECTION X

CUNY Offices of Financial Aid

COLLEGES

Baruch College

151 East 25th Street
Room 880
New York, NY 10010
(646) 312-1360
www.baruch.cuny.edu

Brooklyn College

2900 Bedford Avenue
West Quad Bldg.
Brooklyn, NY 11210
(718) 951-5051
www.brooklyn.cuny.edu

The City College of New York

160 Convent Avenue
Administration Bldg.
Room 104
New York, NY 10031
(212) 650-5819
www.ccnyc.cuny.edu

College of Staten Island

2800 Victory Boulevard
N. Admin. Building (2A)
Room 401
Staten Island, NY 10314
(718) 982-2030
www.csi.cuny.edu

Hunter College

695 Park Avenue
Room 241 N.
New York, NY 10021
(212) 772-4820
www.hunter.cuny.edu

John Jay College of Criminal Justice

445 West 59th Street
Room 1280N
New York, NY 10019
(212) 237-8149
www.jjay.cuny.edu

Lehman College

250 Bedford Park
Boulevard West
Shuster Hall
Room 136
Bronx, NY 10468
(718) 960-8545
www.lehman.cuny.edu

Medgar Evers College

1637 Bedford Avenue
School of Business and
Student Service
Room S110
Brooklyn, NY 11225
(718) 270-6141
www.mec.cuny.edu

New York City College of Technology

300 Jay Street
Namm Hall, Room NG-13
Brooklyn, NY 11201
(718) 260-5700
www.citytech.cuny.edu

Queens College

65-30 Kissena Boulevard
Jefferson Hall, Room 202
Flushing, NY 11367
(718) 997-5100
www.qc.cuny.edu

CUNY Online Baccalaureate School of Professional Studies

101 West Street 31st Street
Room 905
New York, NY 10001
(212) 652-2895
www.cuny.edu/online

York College

94-20 Guy R. Brewer
Boulevard
Room 1M08
Jamaica, NY 11451
(718) 262-2230
www.york.cuny.edu

COMMUNITY COLLEGES

Borough of Manhattan Community College

199 Chambers Street
Room N340
New York, NY 10007
(212) 220-1430
www.bmcc.cuny.edu

Bronx Community College

2155 University Avenue
Colston Hall, Room 504
Bronx, NY 10453
(718) 289-5700
www.bcc.cuny.edu

Hostos Community College

120 East 149th Street
& Walton Avenue
Room B112-115
Bronx, NY 10451
(718) 518-6555
www.hostos.cuny.edu

Kingsborough Community College

2001 Oriental Boulevard
Room U201
Brooklyn, NY 11235
(718) 368-4644
www.kbcc.cuny.edu

LaGuardia Community College

31-10 Thomson Avenue
Room C107
Long Island City, NY 11101
(718) 482-7218
www.lagcc.cuny.edu

Queensborough Community College

Springfield Boulevard
& 56th Avenue
Library Building, Room 409
Bayside, NY 11364
(718) 631-6367
www.qcc.cuny.edu

GRADUATE AND PROFESSIONAL SCHOOLS

CUNY School of Law

65-21 Main Street
Flushing, NY 11367
(718) 340-4282
www.law.cuny.edu

CUNY Graduate Center

365 Fifth Avenue
Room 7201
New York, NY 10016
(212) 817-7460
www.gc.cuny.edu

CUNY Graduate School of Journalism

535 East 80th Street
3rd Floor
New York, NY 10021
(212) 794-5660
www.journalism.cuny.edu

COLLEGES

BARUCH COLLEGE
BROOKLYN COLLEGE
THE CITY COLLEGE OF NEW YORK
COLLEGE OF STATEN ISLAND
HUNTER COLLEGE
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
LEHMAN COLLEGE
MEDGAR EVERS COLLEGE
NEW YORK CITY COLLEGE OF TECHNOLOGY
QUEENS COLLEGE
YORK COLLEGE
BOROUGH OF MANHATTAN COMMUNITY COLLEGE
BRONX COMMUNITY COLLEGE
HOSTOS COMMUNITY COLLEGE
KINGSBOROUGH COMMUNITY COLLEGE
LAGUARDIA COMMUNITY COLLEGE
QUEENSBOROUGH COMMUNITY COLLEGE
MACAULAY HONORS COLLEGE
CUNY GRADUATE CENTER
CUNY GRADUATE SCHOOL OF JOURNALISM
CUNY SCHOOL OF LAW
CUNY SCHOOL OF PROFESSIONAL STUDIES
CUNY SCHOOL OF PUBLIC HEALTH

Four-Year Colleges

Community
Colleges

Honors College
and Graduate &
Professional
Schools

For more information about each school,
please visit www.cuny.edu/financialaid



Office of Student Financial Assistance
www.cuny.edu/financialaid