



# TAP Nuts and Bolts and New Legislative Changes

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New York State Higher Education Services Corporation

# Accelerated Study



Implemented for terms beginning  
after January 1, 2007



Students qualify for accelerated study only upon earning 24 credits applicable to their degree program.

- ❖ In the prior two semesters or prior three trimesters
- ❖ From the college where they seek to accelerate their study
- ❖ Must be fulltime in the term preceding the accelerated term



The inclusion of remedial coursework has been added to the current Accelerated Study requirements with the 2007 Legislative changes.



Effective April 1, 2007

- ❖ a student that has successfully completed three equivalent credits of remedial work in each of the prior two semesters (not to exceed six total remedial credits) is also eligible for an accelerated payment after having earned a total of 18 credits in the preceding two semesters or three trimesters
  
- ❖ statute allows substituting only three equivalent credits of remedial study per semester

Example: If a student successfully completes six credits of remedial work in one semester and none in the next semester, they will need to earn 21 credits in the prior two semesters to be eligible for an accelerated payment.



- ❖ The date of 4/1/07 (for remedial coursework) is used in conjunction with the term of study the student is in, not when the remedial courses were taken.
- ❖ For example: if a student started school in the fall 2007 term, you can use remedial coursework completed prior to 4/1/07, however, the previous two term requirement is still applicable

# Accelerated Study Sample Chart

## Year round study-three equal semesters in twelve months

	2006-2007			2007-2008			2008-2009		
	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
<b><u>Student A</u></b>	Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed	Attends *must be evaluated for accelerated study	Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed	Attends *must be evaluated for accelerated study	Does Not Attend	Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed ..... >
<b><u>Student B</u></b>		Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed	Attends *must be evaluated for accelerated study	Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed	Attends *must be evaluated for accelerated study	Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed ..... >
<b><u>Student C</u></b>			Attends Receives TAP *no evaluation needed	Attends Does Not Receive TAP	Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed	Attends *must be evaluated for accelerated study	Attends Receives TAP *no evaluation needed	Attends Receives TAP *no evaluation needed .....>

# Eligible Terms



- ❖ For most schools (e.g. SUNY, CUNY) where summer is not considered part of the regular program of study (considered an optional term), summer will always be the accelerated term.

# Certification



- ❖ If eligible use certification code: 1- Eligible
- ❖ If ineligible for accelerated study use decertification code:  
7- does not meet the accelerated study requirements

# Accelerated Study/NYS Scholarships



- ❖ Accelerated Study requirements are also applicable to NYS Scholarships.
  
- ❖ Exceptions to this rule: NYS Scholarships that allow for part-time study are not affected.
  - NYS Volunteer Recruitment Service Scholarship
  - Veterans Tuition Awards
  - Senator Patricia K. McGee Nursing Faculty Scholarship



# Part-Time TAP

# Part-time TAP



- ❖ Phased in starting with the 2006-07 freshman class (first-time students)
- ❖ Implemented in the 2007-08 academic year

# Eligible Institutions



- ❖ The State University of New York (SUNY)
- ❖ The City University of New York (CUNY)
- ❖ Not-for-profit independent degree granting colleges

# 2007-08 School Year:



- ❖ Eligibility is limited to undergraduate students who:
  - are first-time freshman in the 2006-07 academic year or thereafter,
  - complete 12 credits or more in each of two consecutive semesters (only needs to be met once)
  - have a cumulative GPA of at least 2.0
  - Are enrolled in at least 6 credits but less than 12 credits per semester.

# Application Process



- ❖ Students need to complete and submit the Free Application For Federal Student Aid (FAFSA) and TAP application.
  - go to: [www.fafsa.edu.gov](http://www.fafsa.edu.gov) and follow the instructions provided

# Certification on HescWeb



- ❖ Student's award on Payment Roster is calculated for a FT award
  
- ❖ Students will be certified for PT TAP in same manner as FT TAP
  - Exception – School will indicate the number of credits a student is taking
  - Once certification is submitted, HESC will recalculate the award based on the reported credits
  - The Remittance Advice and Status List will reflect the new award amount

## PART-TIME TAP PAYMENTS AWARD DETERMINATION

This is the breakdown of credits to percentage and number of points to accrue.

CREDITS	PERCENT OF FULL AWARD	POINTS ACCRUED
6	50.00 %	3.0
7	58.34 %	3.5
8	66.67 %	4.0
9	75.00 %	4.5
10	83.34 %	5.0
11	91.67 %	5.5



Student Tasks

View Student Record

- Student Record Maintenance
- View/Submit Pending Certification
- View/Submit Multiple Pending Certifications
- View/Correct Student Certification
- Create Initial APTS Recipient
- Transmit Initial APTS Recipients
- View/Update APTS Transactions
- Change APTS Student SSN
- Request Duplicate TAP Form

View/Correct Student Certification Transactions > View/Correct Student Certification Transaction List > Certification Transaction Details

Print

Student Data								
SSN	First Name	Middle Initial	Last Name	DOB	College Code	Year	Term	Roster
	MUHAMMAD			06/19/1972		2005	SPRING	015

Certification Information	
Reported Data	Change To
Certification Status: <b>NOT MATRICULATED</b>	Eligible
Tuition: <b>\$2000.00</b>	
Other Benefits: <b>\$0.00</b>	
Enrollment Status:	
Academic Waiver: <b>WAIVER NOT USED</b>	
5 year Program: <b>UNDERGRAD 4-YR</b>	
Educational Expenses: <b>\$0.00</b>	
Maximum Scholarship Amount: <b>\$0.00</b>	

Submit

- FT
- PT
- HT
- 06
- 07
- 08
- 09
- 10
- 11

Certification Transaction History

Date Processed	Processing Status	Cert Cd.	5 Yr	Waiver	Status	Tuition	Other Benefits	Educational Expenses	Source Id
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# Electronic Certification




- ❖ Schools enter the number of credits in the “Enrollment Status” field
- ❖ Valid entries for semester schools: 06, 07, 08, 09, 10, and 11
- ❖ Valid entries for trimester schools: 04, 05, 06, and 07
- ❖ Two characters are required

(and not in an opportunity program)  
5 = Enrolled in a 5-year program or approved opportunity program (HEOP, EOP, SEEK or CD)  
N = Not enrolled in a 5-year program or opportunity program  
R = STAP

11 32 32 1 X WAIVER INDICATOR CERT

Code to indicate whether the one time good academic standing waiver has been used for the term being certified. 1 alphabetic character. Valid entries are:  
BLANK = Waiver NOT used  
W = Waiver used

 12 33 34 2 X ENROLLMENT STATUS

Student's enrollment status. Enter only if there is a change to the field. 2 alphabetic characters. Valid entries are:  
FT = Full Time  
HT = Half Time

PT = Less Than Full Time (Used for an ADA PT certification or for a PT accelerated summer award)  
04-11 = number of credits attempted at Add/Drop date for PT TAP or PT VRSS

# Certification Tips



- ❖ Web Certification PT TAP availability
  - Students attending eligible schools with a 2006 or subsequent year as a first year indicator will have the credits displayed within the certification web screens.
- ❖ Code 5 –Not full-time is a decertification code, resulting in no award.
- ❖ Do not change tuition. Based on credits reported by the school, PT TAP is recalculated on a percentage of FT tuition.
- ❖ Summer awards are based on FT fall tuition.
- ❖ Use the Enrollment Status field to report credits.
  - Round down for half credits

# FAQs



- ❖ Available on HescWeb
  - College Administrators
    - FAQs
      - Grants & Scholarships Q&As
        - » Part-time TAP
        - » Accelerated Study



# Online EFAN application system

flexibility for authorizing access

# Online EFAN Application



- ❖ Each institution will be asked to assign at least one Chief Authorizing Official
- ❖ Chief Authorizing Officials will be asked to designate/verify any Authorizing Officials
- ❖ Authorizing Officials will be able to assign the access needs of subordinate staff

# Online EFAN Application



- ❖ Both Chief Authorizing Officials and Authorizing Officials may initiate electronic EFAN applications for staff
- ❖ An electronic signature is recorded to document the request
- ❖ Authorizing Officials and EFAN User ID recipients will be able to check online the status of their pending applications

# Online EFAN Application



- ❖ User IDs must be logged on every 45 days
  - An e-mail reminder will be sent at 30 days
- ❖ Passwords must be changed every 90 days

# Online EFAN Application



- ❖ Change personal data
- ❖ Authorizing Official may assign their staff to another Authorizing Official
- ❖ Revoke User IDs

**At this time, requests for TAP Certifiers and Part Time Aid Certifiers will continue to require separate paper applications**

# Online EFAN Application



❖ Each staff member must have their own unique User ID

- IDs may not be shared or inherited from others