2024-25 TAP Application
Since its inception in 1974, the Tuition Assistance Program has provided nearly $30 billion dollars to help more than 6 million New Yorkers to help make college more affordable and accessible.

Awards range from $100 to $5,665 per year based on NYS taxable income, including pensions and other untaxed income, child support.

- Income limits range from $10,000 to $80,000 depending on student’s dependency status, marital status, and if they have dependents of their own.
2024-25 TAP Application

- 2024-25 TAP application opened November 1st, 2023
  - Application deadline: June 30th, 2025
- NYS DREAM Act program eligibility application is now available for 2024-25 aid year applicants
  - Application is available year-round
- 2024-25 FAFSA is not required to submit the application (for most applicants)
Pathways to Apply for 2024-25 TAP

Students currently have two options to submit the 2024-25 TAP application:

- “Traditional” pathway for FAFSA filers using the NYS Student Aid Payment Application (https://www.tap.hesc.ny.gov/totw/)

- NYS DREAM Act pathway, via the NYS DREAM Act TAP application (hesc.ny.gov/dream)
2024-25 FAFSA Policy Changes; Impact on TAP

Has New York State changed TAP application requirements, such as who is a parent contributor, to correspond with FAFSA’s 2024-25 changes?

• Currently, TAP application requirements remain unchanged
  • Custodial parent information to be provided for divorced/separated parent households
  • Adjustment will continue for additional family members attending college, full-time
NYS DREAM Act Pathway
Applying for TAP: NYS DREAM Act Pathway

- Pathway for students who do not meet citizenship eligibility for federal aid, such as undocumented and DACA students
- Students must meet NYS DREAM Act eligibility criteria
- hesc.ny.gov/dream
NYS DREAM Act Program Eligibility Application

- Students must first apply for eligibility under the NYS DREAM Act
  - Indicate citizenship/immigration status
  - Education criteria
- Students may be required to upload documentation to support their application
  - Proof of citizenship (documented status only)
  - Proof of NYS high school graduation or equivalency
  - Proof of in-State tuition eligibility
Eligible Citizenship Statuses Include:

- T-Visa or U-Visa
- Temporary Protected Status (TPS)
- Deferred Action for Childhood Arrivals (DACA)
- Without lawful immigration status
- US citizens or eligible non-citizens whose permanent home is outside of NYS
NYS DREAM Act Eligibility: Educational Requirements

- Students must meet one of the following educational criteria:
  - Graduated from a NYS high school, having attended high school in NYS for two or more years*
  - Hold a NYS high school equivalency diploma*
  - Be charged in-state tuition at SUNY or CUNY for a reason other than NYS residency

*Students must enroll for undergraduate study at a NYS college within 5 years of receiving their NYS high school diploma or equivalency diploma
Verifying High School Graduation

How do current high school seniors verify their high school graduation?

- Students can opt for automatic verification or manual verification of enrollment, graduation
- Automatic verification is conducted through file exchanges with the NYS Education Department (SED)
- Manual verification will require final high school transcript with graduation date indicated
NYS DREAM Act: Applying for TAP

• After being approved for NYS DREAM Act eligibility, students will receive an email notice to apply for TAP on the NYS DREAM Act application portal.

• Use the “Add New Application” link on their NYS DREAM Act application to apply for TAP and any other NYS aid programs that is available.
“Traditional” Pathway
“Traditional” TAP Application Pathway

- Complete the NYS Student Aid Payment Application at hesc.ny.gov
- Pathway for most applicants who meet citizenship requirements for federal student aid (US citizen or eligible non-citizen)
- FAFSA is required to process the TAP application.
New: Elimination of FAFSA Filing Prerequisite

- For the 2024-25 application cycle the TAP application may be filed at any time, without the FAFSA being filed first.
- TAP applications submitted without a FAFSA will be stored and processed only when the student’s 2024-25 FAFSA application is received by HESC.
- TAP applicants must promptly submit their 2024-25 FAFSA to avoid having to resubmit the application.
  - February 15, 2024 is initial deadline, currently under reconsideration.
Per the US Department of Education, the 2024-25 FAFSA will no longer link directly to state aid applications. Functionality is expected to return in future application years. Applicants will be directed on the FAFSA confirmation page to the HESC website.
Starting an Application

Welcome to the New York State Student Aid Payment Application. This online application process allows you to apply for New York State’s Tuition Assistance Program (TAP), as well as for payment of a scholarship for which you have already been approved.

You must submit a FAFSA application to receive payment for TAP. If you have not submitted a FAFSA, go to https://fafsa.gov.

A HESCPin account is required to apply. If you currently do not have one you will be able to create one.

Start my application

If you have any questions, click the Contact Us link above.
HESCPIN Identity Verification

HESCPIN Authentication System

First time users click here to register with HESCPIN.

Returning users enter your HESCPIN User ID and PIN.

To sign in to the HESCPIN Authentication System, enter your User ID and PIN, then click the "Enter" button. To leave without signing in, click the "Exit" button.

Required information is marked with a *.

- User ID: 
- PIN: 
- Last four digits of SSN: 

I forgot my User ID or PIN

HESCPIN Authentication System - Create an Account

Outline

You must have a HESCPIN account to continue with NYS Student Aid Payment Application.

HESCPIN is New York State Higher Education Services Corporation's authentication system. It is used to enter secure HESC Internet services. When you set up a HESCPIN account, you will create a User ID and a Personal Identification Number (PIN). Your User ID and PIN will be used to sign in to the HESCPIN system and visit secure HESC Internet services.

The following Web pages will walk you through the steps to create a HESCPIN account. Click the "Next" button to start. Click the "Exit" button to leave.

Steps:
1. Accept Terms and Conditions
2. Check Your Identity
3. Enter Account Information
4. Enter Secondary Contact Information (Optional)
5. Create a User ID
6. Create a PIN
Accept Terms & Conditions, Provide Identifying Info
New: HESCPIN Identity Verification

- When creating their HESCPIN account, applicants can verify their identity through:
  - NYS DMV-issued ID
  - High school records with the New York State Education Department.

- Unverified HESCPIN accounts can be created
  - Subject to FAFSA identity verification once 2024-25 application record is received.
Email, Challenge Question, Secondary Contact
Create a User ID

- Applicants must follow the rules for creating a User ID
- If a User ID cannot be created by the applicant, then one will be generated for them
Create a Pin

• Applicants must follow the requirements for creating a PIN number
  – Cannot be applicant’s birthday, for example
Security Incident, HESC Notifications Sign Up

Electronic Notification in the Event of a Security Incident

Required information is marked with a *. 

If computerized data that includes non-public, personal information in HESC’s possession concerning any individual is acquired, or if there is a reasonable belief that such information may have been acquired, by an unauthorized person or persons, HESC is obligated to notify the individual whose information is involved. HESC shall, at your option, notify for this purpose in one of two ways, either electronically at the HESCPin e-mail address on file, or by a letter sent via First Class mail.

I have read and understand the Terms and Conditions listed above. I also give HESC my express consent to send an electronic notification to me in the event of any security incident involving my non-public, personal information in HESC’s possession, and I understand that I will not receive any paper notification of the incident by mail. Such electronic notification should be sent to me at the e-mail address associated with my HESCPin.

Name: S99, JOHN M.

*Security Incident Notification Preference:

I accept email notification

I decline email notification and request notification by mail

HESCPIN Authentication System - HESC Notifications

To serve you better, HESC would like to send you periodic emails designed to keep you up to date on news about student financial aid and accessing a college education. If you choose not to subscribe, you will only receive the standard emails from HESC regarding the New York State financial aid award programs for which you applied.

☐ Yes, I would like to subscribe to receive the latest information about federal and New York State financial aid.
Account Successfully Created

HESCPIN Authentication System - Create an Account

Account Created

You have finished creating an account in the HESCPIN Authentication System.

User ID: USERID12345

Do not share your User ID and PIN with others. Keep your User ID and PIN in a secure place.

To continue with NYS Student Aid Payment Application, click the “Next” button.

To leave the HESCPIN Authentication System, click the “Exit” button.
Academic Year Selection Screen

What academic year do you want to apply for NYS Student Aid? 2024-2025

TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause.

Terms and Conditions  Privacy Policy  Accessibility Policy  Browser Requirements
Application Navigation/Deadline, Affirmation
“You Must Submit a FAFSA” Error Message

- Some continuing students may be required to file the FAFSA first before applying if they are renewing scholarships, such as Excelsior.
With the TAP application being available prior to FAFSA, there will be no prefilled application data on the 2024-25 application.

There are no major changes to the 2024-25 TAP application questions or layout compared to prior year applications.
Common Mistake: NYS Residency

- Students who indicate they do not meet the NYS residency requirements will be required to submit a residency review questionnaire.
  - Can be completed electronically through their HESC account (hesc.ny.gov/myaccount)
Citizenship Status Verification

- HESC will verify student citizenship statuses using information obtained from their processed FAFSA application.
- If FAFSA reports that a student's citizenship status cannot be verified, then documentation must be provided to HESC or FAFSA corrections will need to be submitted.
Review Prefilled College Info From FAFSA

To add a college, click “Search”
Updating College Name on Application
If a student does not know their College ID number, then they can check the box and continue.
Student Marital Status

As of today, what is your Marital Status?  

- Single/Never Married

Marital Status Date (mm/yyyy)
Dependent Status

- Students who are wards of the court, have foster care status or other special conditions may declare financial independence from parents.
If the student indicates they are a ward of the court or foster youth, they will have the option to link to the FYSCI funds application to apply for additional aid.
Financial Independent Status Questions

- These questions are used to determine if the student is financially independent from their parent(s).
  - Students should answer NO to all questions if they have special circumstances and want to claim independence.
• Students younger than 22 years old who declare financial independence must have a special condition to qualify as independent
After the student’s TAP application is processed, a request for information will be issued requesting documentation verifying the claim of special conditions.

- Students can upload the same type of documentation shared with their financial aid offices for dependency override on FAFSA.
Dependent Students: Provide Parent Info

Parents’ Information

The following pages will collect information about your parent(s).

Please make sure the information you enter (Name, SSN) matches exactly what is reported on the tax return filed by your parent(s).

Incorrect information may result in significant delays in the processing of your application.

TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause.
Parent Marital Status

- Choices include
  - Married/remarried
  - Separated/divorced
  - Widowed/deceased
  - Never Married

- Single parent household – application will ask only for one parent’s info

Some statuses, such will require a month/year
Parent Income Tax Return Information

Select the appropriate filing status, tax return type.
Parent “Will Not File Any Tax Return”

Press continue if the parent did not earn any unreported income in 2022.
If there is a single-parent household, then only one parent’s information will be provided.

If a parent does not have an SSN or TIN, leave the Social Security Number box blank and check the appropriate box.
Net Taxable Income, If No Pension Income

Income is reported from line 37 of the 2022 NYS IT-201 tax return and will be verified by NYS Tax & Finance.
Common Question: Income Adjustments

- Program regulations only allow for certain special circumstances to qualify for an adjustment of income:
  - Divorce or separation of parents
  - Death of a wage-earning parent
  - Total and permanent disability of a wage-earning parent
Parents’ Disability Information

NYS Student Aid Payment Application

Parents’ Disability Information
Please indicate if Parent 1 or Parent 2 (or both) is permanently disabled.

Parent 1: Parent 100-00-0001
- [ ] Yes
- [x] No

Date parent became disabled:
Date ___/___/____

Parent 2: Parent 100-00-0002
- [ ] Yes
- [ ] No

Date parent became disabled:
Date ___/___/____

TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause.
Transition Back to Student Information

Student Information

The following pages will collect information about you, the student, and your spouse (if applicable).

Please make sure the information you enter matches exactly what is reported on the tax return filed by you (and your spouse, if applicable).

Incorrect information may result in significant delays in the processing of your application.

TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause.
Student/Spouse Income Information

Avoid double reporting parent tax information here
Student/Spouse Did Not File Taxes
Other Family Members in College
Signature Validation (Parent Signature)

Choose E-Sign or paper signature
E-Signature: NYS DMV-issued ID

If e-signature does not work, then choose the paper signature option
Paper Signature Option

- Paper signature pages may be printed or filled in and signed electronically.
- Completed pages can be uploaded to HESC through the student’s HESC account once the TAP application is processed (three to five days from submission).
Successful Signature
Application Summary

Please review your answers, which are displayed below. If any of the information is not correct, please click on the corresponding link to return to the question and correct your response.

NOTE: Pension income and IRA distributions may impact eligibility for TAP. If you receive income from a pension and/or IRA distributions, you may be required to submit additional documentation.

This page will display any time you make changes. This page is for your confirmation only. To submit the application, please click next at the bottom of the page.

Remember to submit your 2024-2025 TAP Application by 11:59 PM EST, June 30, 2023.

Select “Modify Your Answer” to make updates.
Submit with Student E-Signature
Congratulations, you have submitted your online application!

You can check the status of your application at [www.hesc.ny.gov](http://www.hesc.ny.gov). Since all communication from HESC regarding your online application will be via e-mail, it is important that you keep your e-mail address current in our records. You can update your e-mail address through the HESPiN process at [www.hesc.ny.gov](http://www.hesc.ny.gov) and select Student Access at the top of the page.

In some cases, we may need you to provide additional information or we may need to verify information. If this occurs, we will notify you by e-mail requesting the missing information or required verification documents.

To learn about other financial aid programs available to eligible New York State students, visit our [Grants, Scholarships, and Awards Quick Reference page](http://www.nysed.gov/).
Student Account Access at HESC.ny.gov

- Using account access students can:
  - Update the college on their application
  - Review their award information and submit missing information
  - Update contact information
Make Corrections, Download Forms
Submit Missing Documentation via Upload

For details and instructions on the supporting documentation needed for your TAP application, please click on the "Review/Update Your TAP Information" button above. To submit your supporting documentation, please click on the button below to access the Upload application.

Upload 2022 TAP Documents

Please allow 4 weeks for processing of applications and change requests.

Back to Review My NYS Financial Aid Information
Review Upload History

• Students can review their upload history to confirm we received their documents (may take a day or so to update)
• Document review times may vary depending on time of year submitted
Changing College Names, Student IDs

Use “Update College Information” link to change colleges on the TAP application.
Thank You