HESC Update
February 2022

2022-23 Processing Updates

The 2022-23 application for the Tuition Assistance Program (TAP) opened on October 1, 2021.

- HESC was notified about issues applicants experienced with linking to the NYS payment application from the 2022-23 FAFSA confirmation page. The issue seems to be resolved at this time. Students who were unable to link to the NYS Payment Application can apply on the HESC website once their FAFSA application is processed.
- Processing of 2022-23 applications, missing information and application updates is currently underway. However, 2022-23 Student Status Listings (SSL) will not be produced until early Spring 2022.
- Please make sure you provide student ID numbers for your students as schools will not receive any information about the students' accounts without student ID associated with their applications.

In addition, the 2022-23 STEM Scholarship application opened on October 1, 2021.

2021-22 Excelsior Processing Updates

- The Spring 2021-22 Excelsior application is open until March 7, 2022. This is for students who are attending college in the 2021-22 academic year.
- Prior Excelsior recipients MUST complete the 2021-22 NYS Payment Application to renew their awards for the 2021-22 academic year.
- Both new and renewing applicants are submitted to NYS Tax & Finance to verify income.
- Income must be successfully verified for students to receive their awards. Awards will not be placed on a manifest if income verification is outstanding. Students will be decertified with a '9' miscellaneous denial if not verified by the end of the academic year.
- Schools can utilize the QGE012-Pending Income Verification Report to capture the population of students who have income verification issues.
- To learn when the 2022-23 Excelsior Scholarship Application period opens, we encourage students to sign up to be notified at hesc.ny.gov/excelsior

2020-2021 Academic Year Closeout

TAP processing

TAP processing for the 2020-21 academic year, which ended June 30, 2021, is closing.

Please take the following actions to ensure your student's TAP awards are processed.

- Submit all student certification transactions for 2020-21 TAP payment rosters 001-019 before March 7, 2022. Transactions left in a pending status after this date will be decertified by HESC.

  To review pending student certifications transactions for the 2020-21 academic year:

  o Go to Transaction Processing ≥ select Grants & Scholarships
  o Enter ID and password ≥ choose View/Submit Pending Certifications from the left menu of the View Student Record screen.

- Correct certification errors. Accounts with certification errors will also be decertified by HESC if they are left pending due to errors.

  To review student certification errors ≥ click on the View/Correct Student Certification link from the left menu of the View Student Record screen.
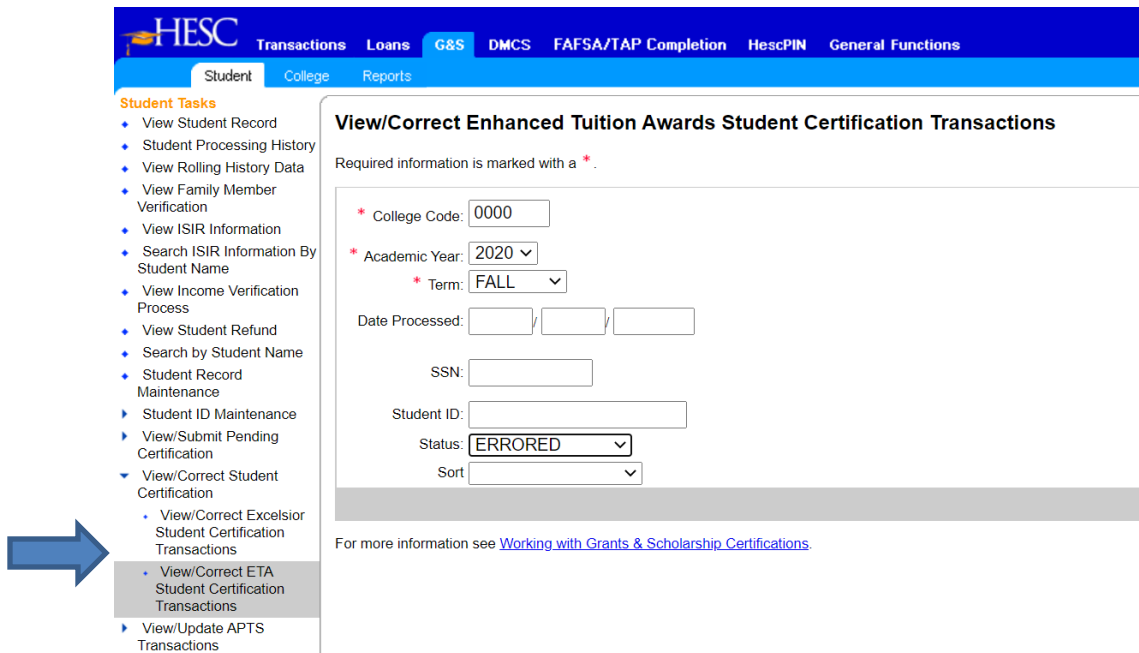
Excelsior/ETA

All schools should be reviewing their pending Excelsior/ETA students for 2020. Please process your Excelsior/ETA accounts immediately to ensure they process accurately before we close out the year.

As a reminder, you can find any pending records here. You should certify these immediately and once completed you can certify the spring 2021 term.

To see any errors for 2020, go here. You should correct and resubmit all error accounts.

HESC Transactions Loans **G&S** DMCS FAFSA/TAP Completion HescPIN General Functions

Student | College | Reports

Student Tasks
- View Student Record
- Student Processing History
- View Rolling History Data
- View Family Member Verification
- View ISIR Information
- Search ISIR Information By Student Name
- View Income Verification Process
- View Student Refund
- Search by Student Name
- Student Record Maintenance
- Student ID Maintenance
- View/Submit Pending Certification
- View/Correct Student Certification
  - View/Correct Excelsior Student Certification Transactions
  - View/Correct ETA Student Certification Transactions
- View/Update APTS Transactions

View/Correct Enhanced Tuition Awards Student Certification Transactions

Required information is marked with a *.

* College Code: 0000
* Academic Year: 2020
* Term: FALL
Date Processed: ___ / ___ / ___
SSN: _____
Student ID: _____
Status: ERRORED
Sort: _____

For more information see Working with Grants & Scholarship Certifications.

You should complete the certification process completed by February 15, 2022.

Excelsior/ETA recipients who were required but failed to file the 2020-21 NYS Payment Application to renew their awards were decertified by HESC with a '9' miscellaneous decertification code. A list of those students was sent to schools to review their credit information and make updates if the student is still on track at the end of the 2020 year. If on track, the school should certify with a '9' and input the credit information so the student is eligible in subsequent year as long as they file the NYS Payment Application by the deadline and meet the qualifications.

Consolidated Rosters not yet certified from 12/1/21 and earlier

During the week of January 24th HESC send pending CSR lists to schools for certification. These CSR's were created prior to 12/1/21 and cross over multiple years. If you received an email, please certify and return these rosters asap for processing.

2022-23 College Data Survey is Available on HESCWeb

The 2022-23 College Data Survey is now available on the Web. The survey is used to collect your school's information for New York State grant and scholarship programs; including the Tuition Assistance Program (TAP). The information must be provided by May 31, 2022 and will be used to determine actual awards.

Access the College Data Survey

TAP Certifying Officers should click on [Secure Transaction Processing](#) and log on to Grants and Scholarships. Then click on the College tab and select either *View/Update College Data or List College Codes by Federal Code*.

TAP Certifying Officer Requirements

TAP Certifying Officers must view the data displayed on the survey and update the information as needed. This survey may only be updated by TAP Certifying Officers.

TAP Certifying Officers who want to submit data updates via the Web must have Web update authorization. They may request authorization by contacting HESC's Help Desk at Collegeupdates@hesc.ny.gov.

Only those with Web update authorization will be given access to make changes to the survey pages. Other authorized staff will have the ability to view the data within the pages but will not be able to update information.

Updating Term Information

Term Tuition and Start/End Dates
This information is required for calculating awards and processing payments. It is important that this information be provided accurately by May 31, 2022, as it is crucial to award determinations and payments. Incorrect tuition or dates could affect award calculations and payments to your institution.

- **If awards for accelerated summer study are available, report tuition charged for "half-time" attendance.**
- **Schools set up on a semester basis must have terms that are at least 15 weeks in duration; Schools set up on a trimester/quarter basis must have terms that are at least 10 weeks in duration.**
    - **Failure to meet these requirements may affect a school's eligibility for NYS financial aid. Questions regarding term length should be directed to the New York State Education Department's Office of College and University Evaluation at (518) 474-1551.**

Mandatory Fees, Room & Board Allowance and Cost of Attendance
This information is used to calculate or estimate scholarship awards that are not based upon tuition. Enter the appropriate information as follows:

- **Mandatory Fees** - Average fees charged to all students.
- **Room and Board Allowance** - Average cost of room and board charged by the college for a typical student. (If no student housing, leave blank.)
- **Cost of Attendance** - Use Title IV cost of attendance.

- **Term Add/Drop Dates**- This is required for the APTS Program. As with term start dates, the accuracy of this data is crucial to APTS processing.

Registered Business Schools

The total program tuition at registered business schools must be prorated by term. For example, if the total program tuition is $6,000 and it takes four terms to complete the program, the term tuition is $1,500 ($6,000 divided by four).

Registered business schools must submit a copy of their enrollment agreements for all TAP-eligible programs and a document listing all start and end dates for terms with multiple start dates.

The enrollment agreements must indicate the term length or term structure. Total program tuition and term tuition should also be stated on the enrollment agreements.

College Survey Deadline and Post Deadline Updates

College and Term Information must be submitted via the Web by May 31, 2022. If changes to college information are necessary after May 31, 2022, TAP Certifying Officers should send a detailed email to HESC at Collegeupdates@hesc.ny.gov. This address may also be used to address any questions concerning the College Data Survey process.

Update Your School's Contact Information

Contact information may be updated by TAP Certifying Officers at any time when staff changes occur; except for CEO or College president data. HESC strongly encourages TAP Certifying Officers to review their school's contact information, and submit changes - especially email addresses - for all staff. This information is particularly important for APTS Coordinators as HESC will be sending automatic notifications of processing deadlines to the email address listed for them. Send your request for changes to CEO or college president data to Collegeupdates@hesc.ny.gov.

Important: Please remember to notify HESC when staff are no longer authorized to access your college or student data on HESCWeb

What To Look Out For…

- Nurses for Our Future Scholarship
- Changes to the SSL for 2022-23
- Excelsior/ETA enhancements