New York State
Tuition Assistance Program (TAP)
Application
2023-24 Academic Year
Applying for TAP

A Student’s Experience
Two Pathways to Apply for NYS Aid

FAFSA to NYS Payment App

NYS DREAM Act Application
NYS DREAM Act Pathway

- For students who do not meet citizenship eligibility for federal aid, such as undocumented and DACA students
- Students must meet special eligibility criteria
  - Graduating from a NYS high school after attending high school in NYS for two or more years

[Image: NYS DREAM Act pathway website]

[Link: hesc.ny.gov/dream]
Complete DREAM Act Eligibility Application
Upload Supporting Documents

- Students are not required to upload documents at point of application
Monitor Status on NYS DREAM Act Portal
Apply for TAP and Other NYS Financial Aid
2023-34 DREAM Act TAP Application
FAFSA to TAP Pathway

- Applicants must file FAFSA prior to applying for NYS aid
- Must also meet FAFSA citizenship criteria (US Citizen or Permanent Resident)
Must Indicate NYS Resident on FAFSA

- Students must be sure to list New York for the “State of Residence” question on FAFSA.
- TAP application is not available for anyone indicating they live outside of NYS on FAFSA.
Must Include a College Located in NYS
FAFSA Confirmation Page Link
Applying for TAP Without Using FAFSA Link

• If an applicant does not use the State application link on the FAFSA confirmation page, then they must wait three to five days for their FAFSA to be processed and received by HESC before trying to apply for the TAP application on hesc.ny.gov
Creating a HESC Account: Outline

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

HESCPIN Authentication System - Create an Account

Accept Terms and Conditions

In order to create a HESCPIN account, you must read and agree to the following terms and conditions. If you accept these terms, mark the checkbox at the bottom of the page and click the “Next” button. If you do not accept the terms or do not want to create a HESCPIN account, click the “Exit” button.

The New York State Higher Education Services Corp. (“HESC”), an agency of New York State, operates www.hesc.ny.gov (“site”) to conduct its business and as an informational source for the public. We welcome you and invite you to use it.

Your access to and use of this site is subject to the following Terms and Conditions, and applicable law and regulations. HESC may revise these Terms and Conditions anytime without notice. They bind you whenever you access or use this site, so you should review these pages periodically.

Using www.hesc.ny.gov

Whenever you access this site or use this site, you accept without limitation, these Terms and Conditions. This site is intended for authorized use by authorized users only. Unauthorized attempts to upload or alter information on this site are strictly prohibited and may be punishable under state and federal law. Unauthorized attempts to view, download or alter the private information of other users contained herein is strictly prohibited and may be punishable under state and federal law. You may not distribute, modify, copy, transmit, use or reuse the content.

I have read and accept the Terms and Conditions listed above. *(Check this box):*
Confirm Identity Information

- Applicants who transferred from FAFSA will not have to fill in this page and can click “next” to continue.
HESC Account: Identity Verification

• HESC verifies all student identity from their FAFSA application data when they first create their HESC User ID and PIN

• If the identity does not match any FAFSA on file, then the student will be asked to provide a NYS DMV-issued ID to validate their identity
  – Driver’s License, Learner’s Permit, Non-Driver’s License ID
Identity Verification Errors

• Mostly occurs when student creates a HESC account without linking from FAFSA confirmation page

• Student may need to cancel/recreate their HESC account to resolve
  – Student’s name spelling (including multiple last names), date of birth, and/or their Social Security Number must match on both FAFSA and HESC
Confirm Email, Create Challenge Question
Secondary Contact Information (Optional)
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 rules for creating a PIN number
  - Cannot be the 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 an *.

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, contact you 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: S09, 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? 2023-2024

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 and Deadline

Circular form showing a website interface for the New York State Student Aid Payment Application. The form includes the following instructions:

**Completing the Online Application**

- Review and confirm the information presented to you
- Supply additional information
- Change and correct information, as needed

Please remember that missing information could delay the processing of your application!

Information will be presented to you in a series of screens, which may be prefilled with information you provided on an application for State or Federal student aid. We recommend that you move back and forth through the various screens by clicking the Previous or Next buttons provided in the application instead of the browser's back and forward buttons. This will avoid using your browser's cache (memory), which can prevent us from saving or validating data that you have entered.

**NOTE:** Your application must be submitted by 12:00 AM EST on July 1, 2024.
Application Outline and Affirmation

Completing the Online Application

In this application, you can
- Review and confirm the information presented to you
- Supply additional information
- Change and correct information, as needed

Please remember that missing information could delay the processing of your application.

Information will be presented to you in a series of screens, which may be prefilled with information you provided on an application for State or Federal student aid. We recommend that you move back and forth through the various screens by clicking the Previous or Next buttons provided in the application instead of the browser’s back and forward buttons. This will avoid using your browser’s cache (memory), which can prevent us from saving or verifying data that you have entered.

NOTE: Your application must be submitted by 12:00 AM EST on July 1, 2024.

NYS Student Aid Payment Application

By continuing with the submission of my application, I will affirm that the information herein is complete and true.

Information regarding my application may be exchanged with other NYS agencies (including NYS Department of Taxation and Finance and the NYS Office of Children and Family Services) to assess my eligibility for NYS financial aid.

HESC will communicate with me in connection with this application, and any subsequent applications for financial aid, using any phone number, email address or by any other current or future means of communication that I provide to HESC or that HESC obtains from any other source, regardless of whether I incur a cost.

Process: Proceed with application
Do Not Proceed: Do not proceed with application

NYS Student Aid Payment 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.
“You Must Submit a FAFSA” Error Message

• If a student tries to apply for TAP directly on HESC’s website before their FAFSA is processed, then they will see this message.

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

Left navigation tracks progress through the application

Application may be saved for 24 hours
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)
New: NYS Residency Warning Pop-up

- Applicants will receive a pop-up warning message if they indicate they are not a NYS resident.
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 change a college, click “Search”

If not planning to attend this college, click “Will Not Attend” to remove it
Updating College Name on Application

If you filed a 2022-2023 FAFSA, the college displayed below was taken from it. If you did not file 2022-2023 FAFSA or the college listed is not correct for one or more terms, use the Search button to select the college you are attending.

If you do not plan to attend any college (or will not attend a college in New York State) in a term listed below, click the Will Not Attend button to the right of the term.

If after submitting your application you do not attend the college displayed, you can submit a change on our Web site at www.HESC.ny.gov.

<table>
<thead>
<tr>
<th>Term</th>
<th>College Name</th>
<th>College Code</th>
<th>Level of Study</th>
<th>Remove Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>. . . .</td>
<td>. . . .</td>
<td>. . . .</td>
<td>. . . .</td>
</tr>
<tr>
<td>Fall</td>
<td>CUNY HUNTER COLLEGE</td>
<td>1413</td>
<td>Four-year Undergraduate</td>
<td>Will Not Attend</td>
</tr>
<tr>
<td>Winter</td>
<td>. . . .</td>
<td>. . . .</td>
<td>. . . .</td>
<td>. . . .</td>
</tr>
<tr>
<td>Spring</td>
<td>CUNY HUNTER COLLEGE</td>
<td>1413</td>
<td>Four-year Undergraduate</td>
<td>Will Not Attend</td>
</tr>
</tbody>
</table>
If a student does not know their College ID number, then they can check the box and continue.
Student Marital Status

Please review the following information and update as needed.

As of today, what is your Marital Status?  

Marital Status Date (mm/yyyy)
Independent or Dependent?

- Students who are wards of the court, have foster care status or other special conditions may declare financial independence from parents.
New: Foster Youth Success Initiative (FYSCI)

• 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 addition aid.
Financial Independent Status Questions

• These questions on are used to determine if the student is truly independent from their parent(s).
  – Student must answer NO to all questions if there is a special condition.
Special Conditions

• Students younger than 22 years old who declare financial independence must have a special condition to qualify as independent
Processing for Requests for Independence

- Following the processing of the student’s TAP application, a request for information will be put on the student’s HESC account with a link to upload documentation verifying their status.
  - 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.
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

Be sure to enter the appropriate 2021 NYS tax return type.
Parent “Will Not File Any Tax Return”

Press continue if the parent did not earn any unreported income in 2021.
Parent Information

If there is a single-parent household, then only one parent’s information may be provided.

If a parent does not have a 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 2021 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

Please indicate if Parent 1 or Parent 2 (or both) is permanently disabled.

- Parent 1
  - Parent
  - Parent 100-00-0001
  - Is parent permanently disabled? □ Yes □ No
  - Date parent became disabled: Date __________ (mm/yyyy)

- Parent 2
  - Parent
  - Parent 100-00-0002
  - Is parent permanently disabled? □ Yes □ No
  - Date parent became disabled: Date __________ (mm/yyyy)
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.
Student/Spouse Income Information

Avoid reporting parent tax information again 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 back through the student’s HESC account once their TAP application is processed (three to five days from submission).
Successful Signature

Signature Validation

Income information for the individual(s) listed below must be verified with the New York State (NYS) Department of Taxation and Finance to determine eligibility. A legal signature is required to acknowledge and confirm the information submitted. An electronic signature is available and can be used to satisfy this requirement. Alternatively, a handwritten signature may be submitted in accordance with the instructions provided.

Please choose the signature method for each individual.

NOTE: E-Signing requires verification of identity with the NYS Department of Motor Vehicles using a valid NYS Driver License number or NYS Non-Driver Identification number.

<table>
<thead>
<tr>
<th>Signature Method</th>
<th>Signature Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent 1</td>
<td>Paper Signed</td>
</tr>
<tr>
<td>100-00-0001</td>
<td>Paper Signed</td>
</tr>
<tr>
<td>Parent 2</td>
<td>Paper Signed</td>
</tr>
<tr>
<td>100-00-0002</td>
<td>Paper Signed</td>
</tr>
</tbody>
</table>

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Select “Modify Your Answer” to make updates.
Submit with Student E-Signature
Congratulations!

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 HESCpin 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.hesc.ny.gov).

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 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
Review My NYS Financial Aid Information

HESC records indicate that you have information to view for the following programs:

- Tuition Assistance Program (TAP)
  Last activity: 01/01/1900
  Details

Payment Summary

<table>
<thead>
<tr>
<th>School</th>
<th>Term</th>
<th>Award Amount</th>
<th>Program</th>
<th>Award Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY MANHATTAN CC</td>
<td>FALL</td>
<td>$2400.00</td>
<td>TAP AWARD</td>
<td>ESTIMATED</td>
</tr>
<tr>
<td>School not found</td>
<td>WINTER</td>
<td>$0.00</td>
<td>TAP AWARD</td>
<td>ESTIMATED</td>
</tr>
<tr>
<td>CUNY MANHATTAN CC</td>
<td>SPRING</td>
<td>$2400.00</td>
<td>TAP AWARD</td>
<td>ESTIMATED</td>
</tr>
</tbody>
</table>
Make Corrections, Download Forms
Submit Missing Documentation via Upload

Tuition Assistance Program (TAP)

Please note that, due to the COVID-19 virus public health emergency, the processing of applications and documentation and responses to emails and requests may be delayed while we work to resume normal operations.

Academic Year: 2020-2021

The following information is based on processing completed as of 07/20/2020. Any changes submitted after that date by you or the school are not included in the following status.

NYS Tuition Assistance Program

Your records indicate that your application cannot be processed because of missing or invalid information.

Parent 1’s social security number (SSN) was not reported on your application. Disclosure of parent 1’s SSN is mandatory for the purposes of student financial aid determination. A tax ID number can be reported in place of the SSN for parent 1.

Parent 2’s social security number (SSN) was not reported on your application. Disclosure of parent 2’s SSN is mandatory for the purposes of student financial aid determination. A tax ID number can be reported in place of the SSN for parent 2.

Application currently under review.

Please review and update the information used to determine your TAP eligibility by clicking the “Review/Update Your TAP Information” button. The missing/invalid information listed above can be submitted using this link.

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 HESC Document Upload application.

Upload 2020 TAP Documents

Higher Education Services Corporation

Upload Documents

This feature allows you to upload supporting documentation to HESC to be used in processing your application.

- Please select the Document Type(s) being uploaded and choose the associated file.
- To upload additional documents, please click the “Add another document” link at the end of the form.
- You may select a different program by clicking the “Change Program” button.

Acceptable file formats: BMP, GIF, JPEG, JPG, PDF, PNG, TIF, TIFF

Maximum file size: 25 MB

Note: You may upload a maximum of 15 documents per 30 days.

Program:

Tuition Assistance Program (TAP) 2022

Document #1

Document Type(s)

SIGNATURE PAGE

Select File

Add another document

Upload Documents
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.
Questions?