Higher Education
Services Corporation

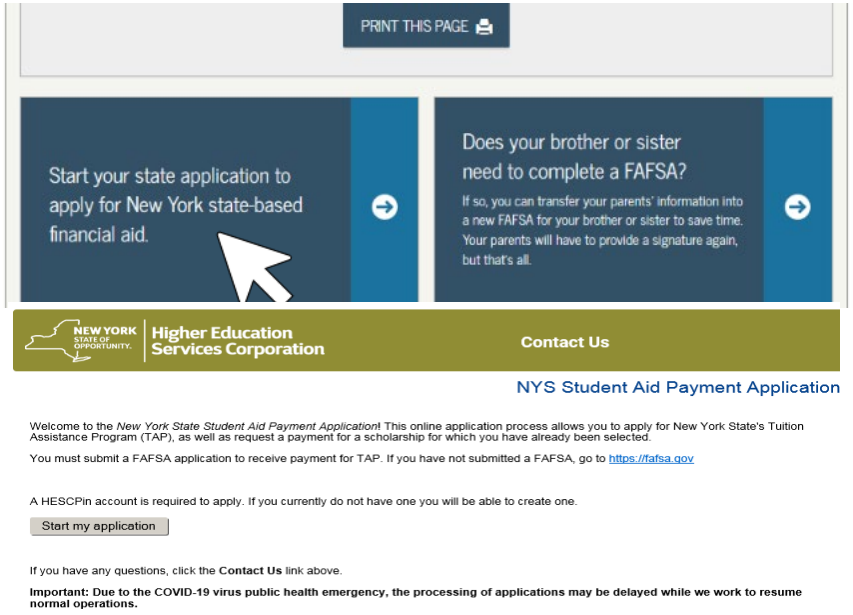
New York State
Tuition Assistance Program (TAP)
Application Process

Applying for TAP

A Student's Experience

Two Pathways to Apply for NYS Aid

FAFSA to NYS Student Aid



NYS DREAM Act Application

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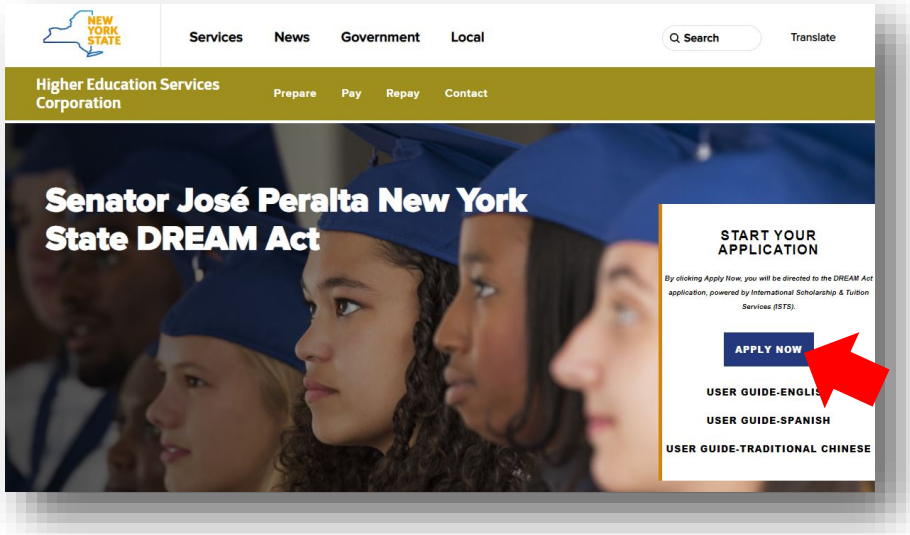
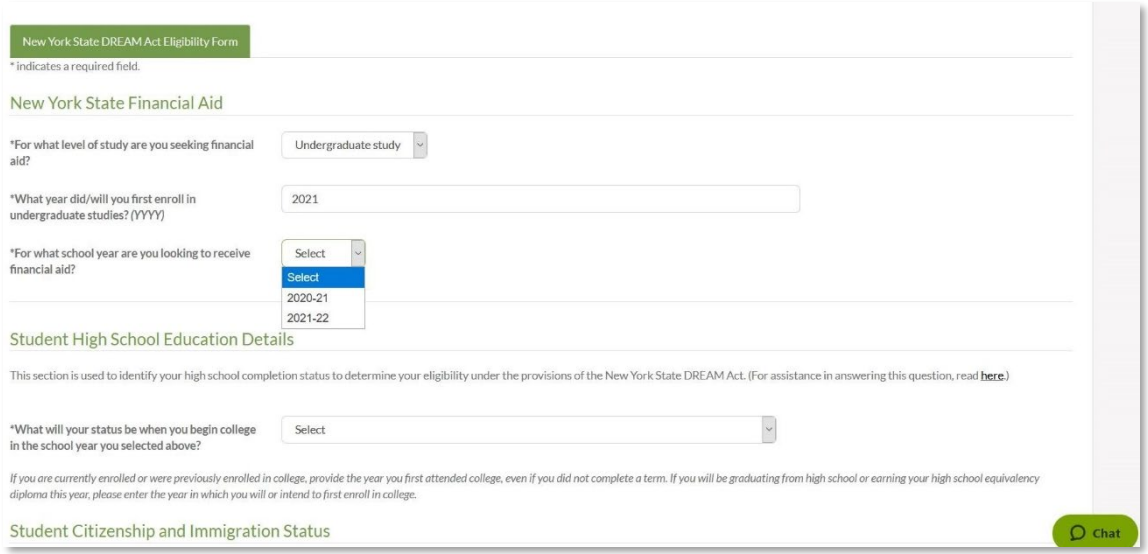
NYS DREAM Act Pathway



hesc.ny.gov/dream

- 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

Complete DREAM Act Eligibility Application



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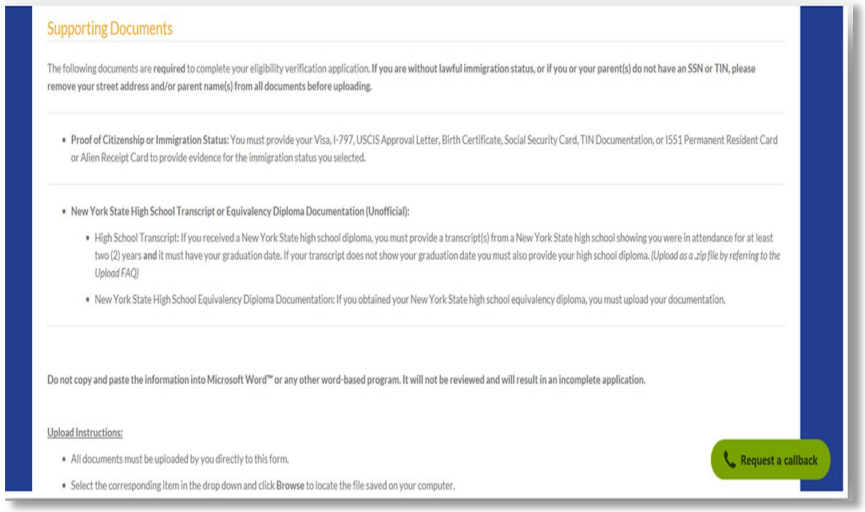
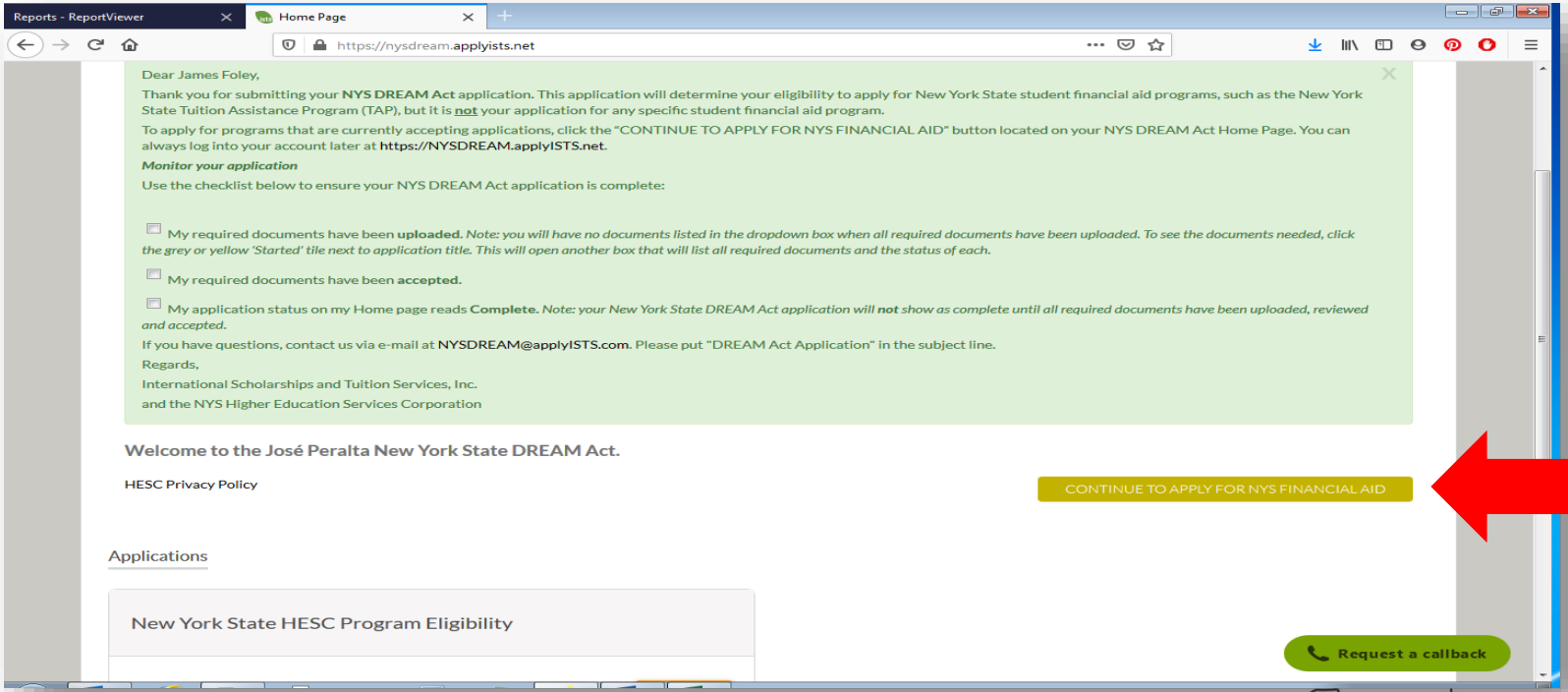
Upload Supporting Documents



- Students are not required to upload documents at point of application

After Submitting Eligibility, Apply for TAP



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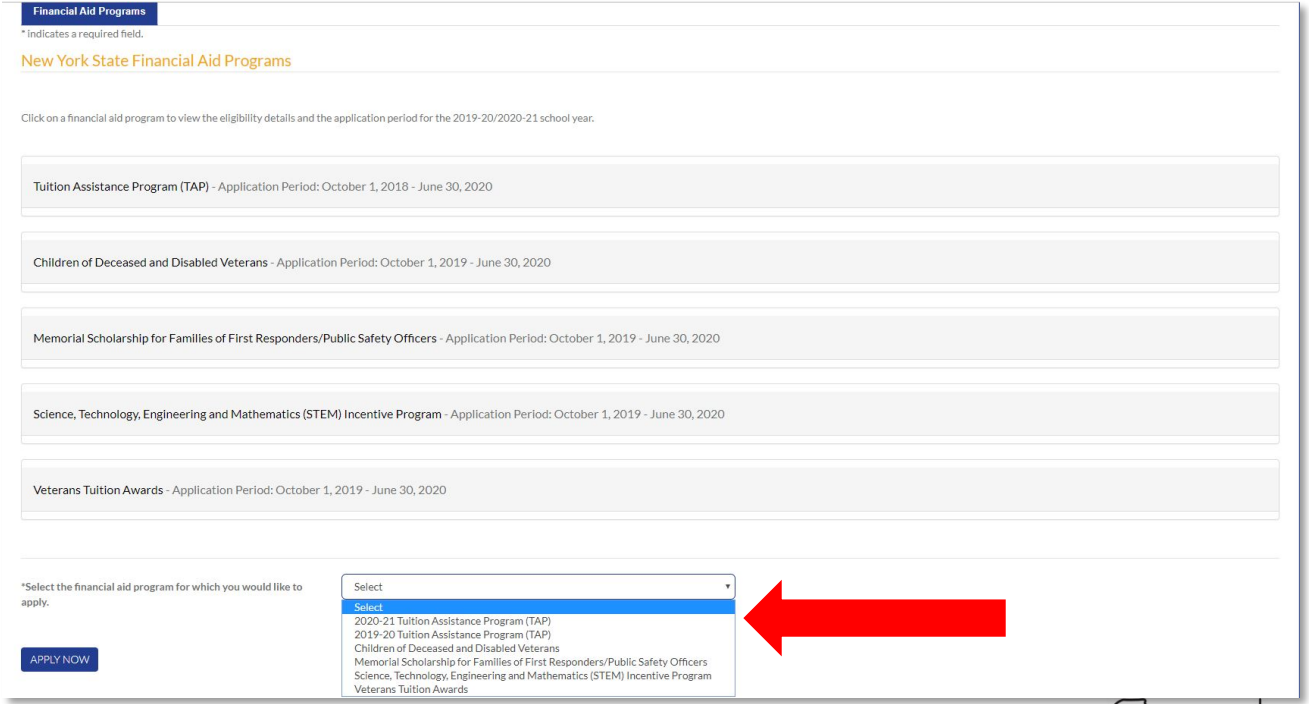
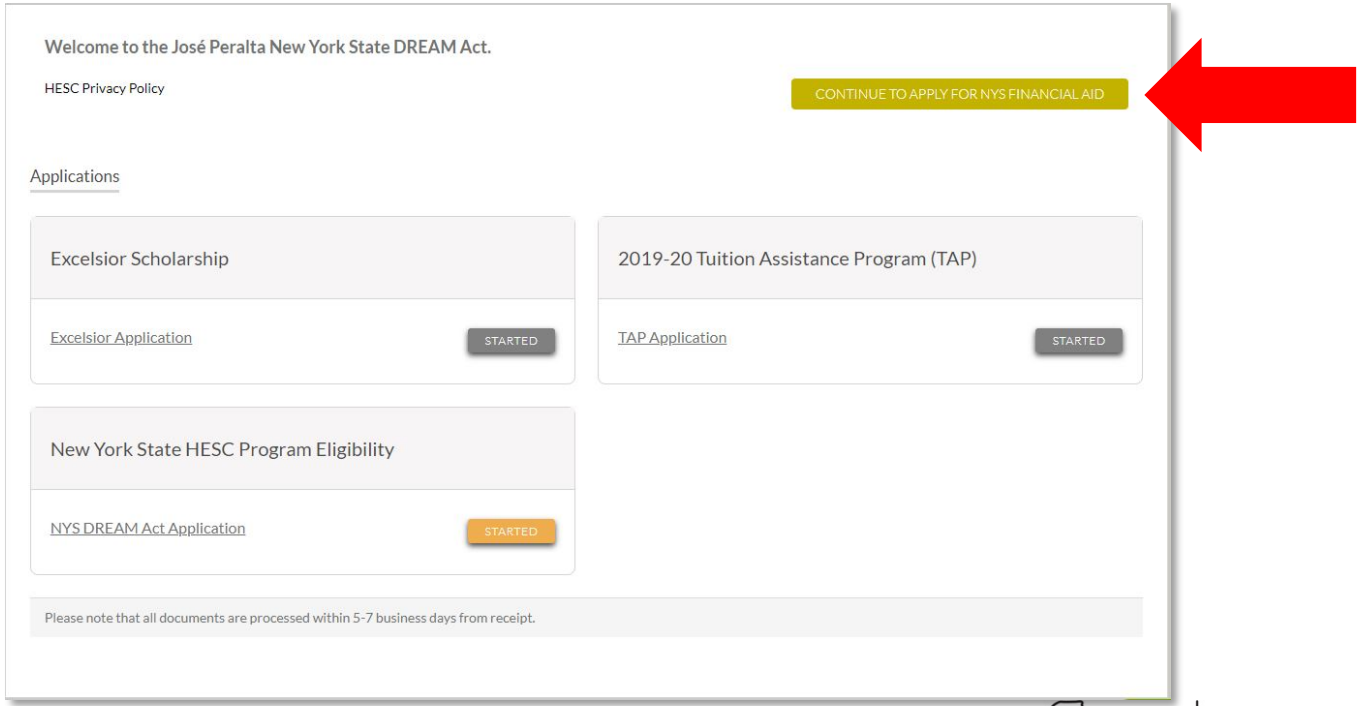
Apply for TAP and Other NYS Financial Aid



Monitor Status on NYS DREAM Act Portal



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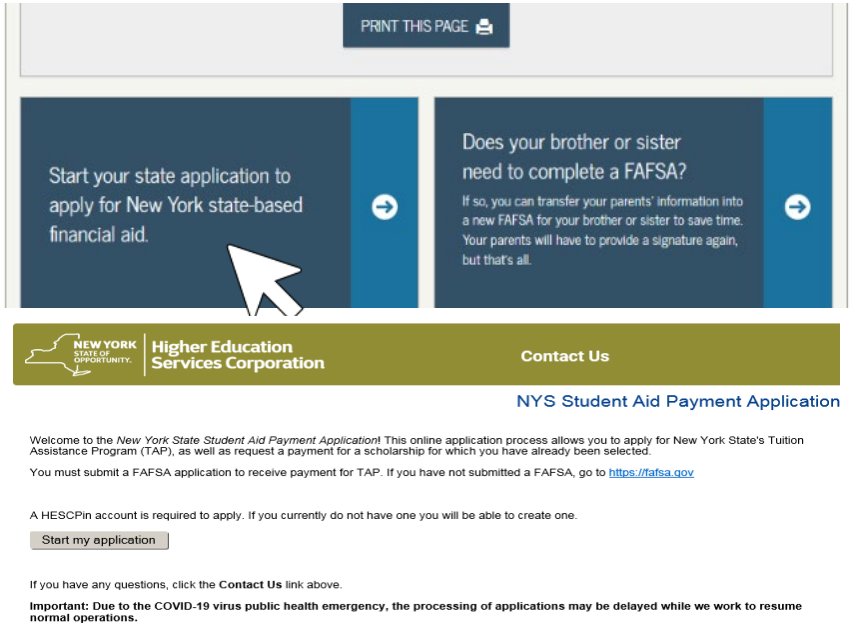
FAFSA to TAP Pathway



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

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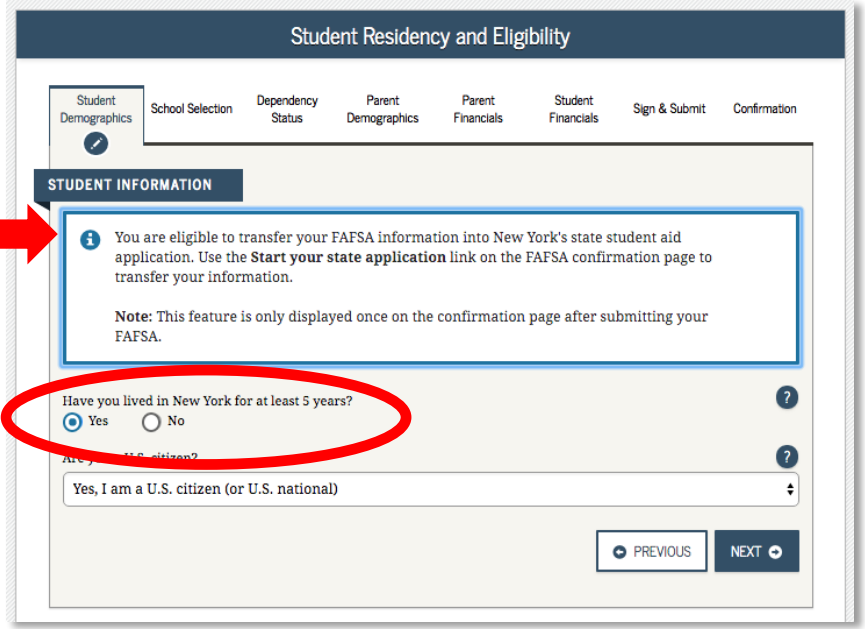
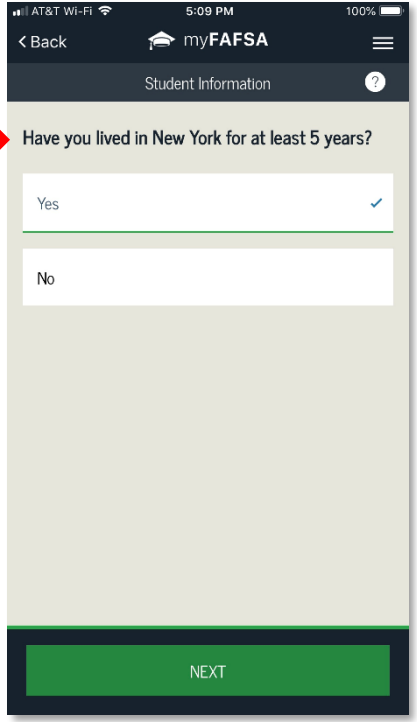
Must Indicate NYS Resident on FAFSA





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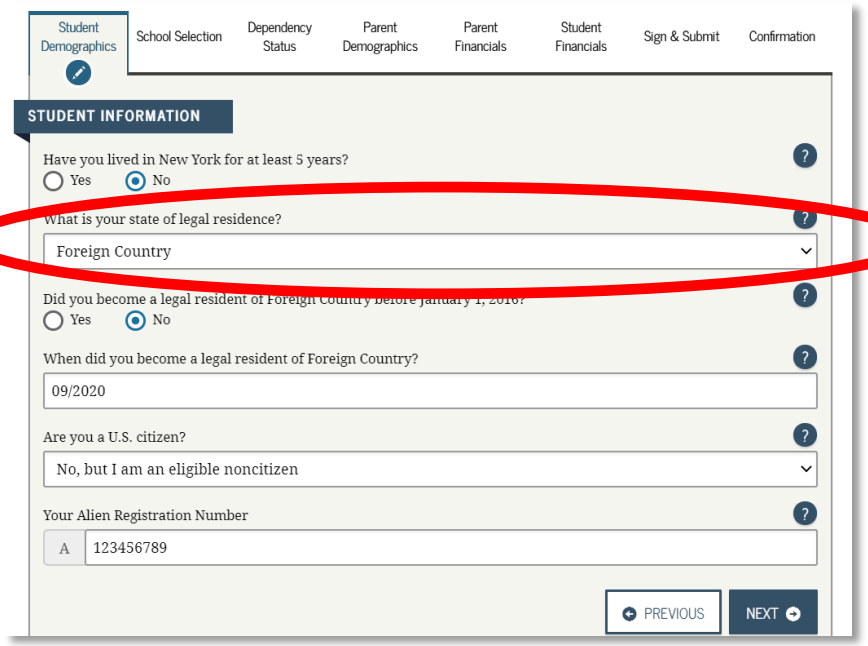
Common Mistake: State of Legal Residence



- 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

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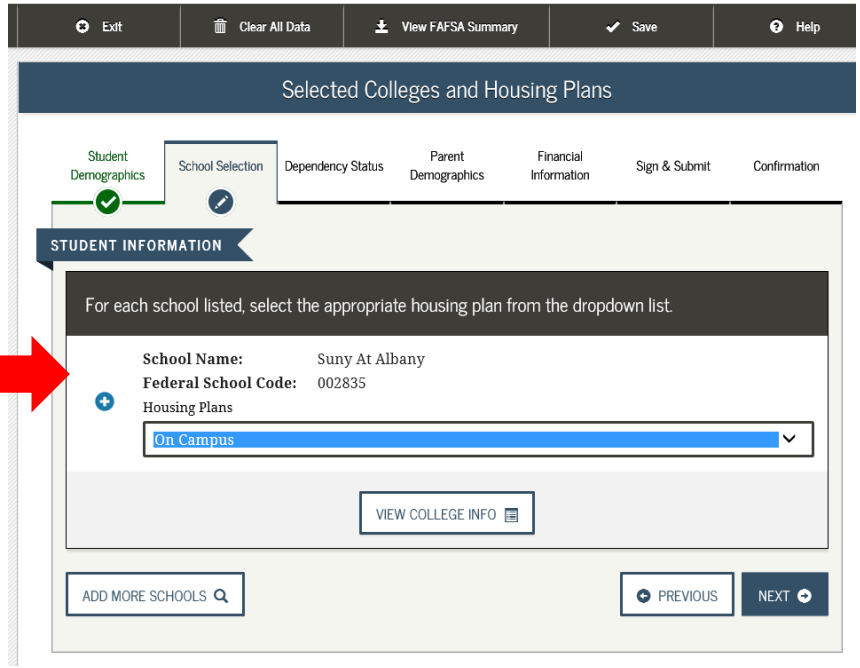
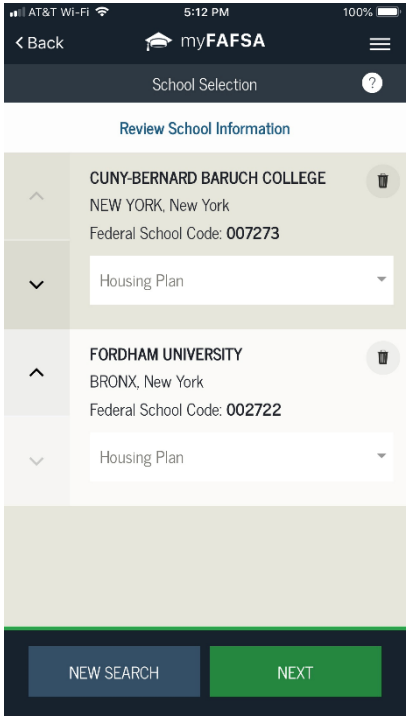
Must List a College Located in NYS





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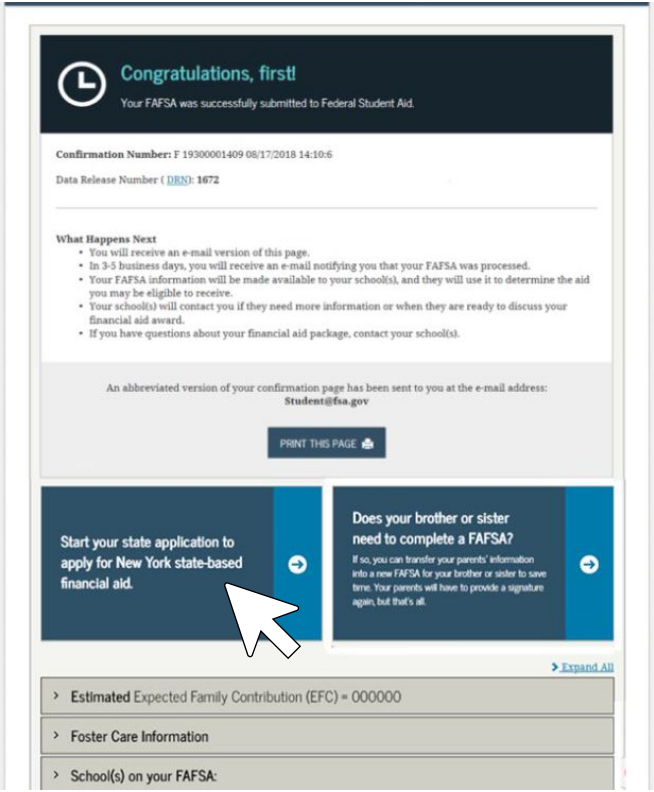
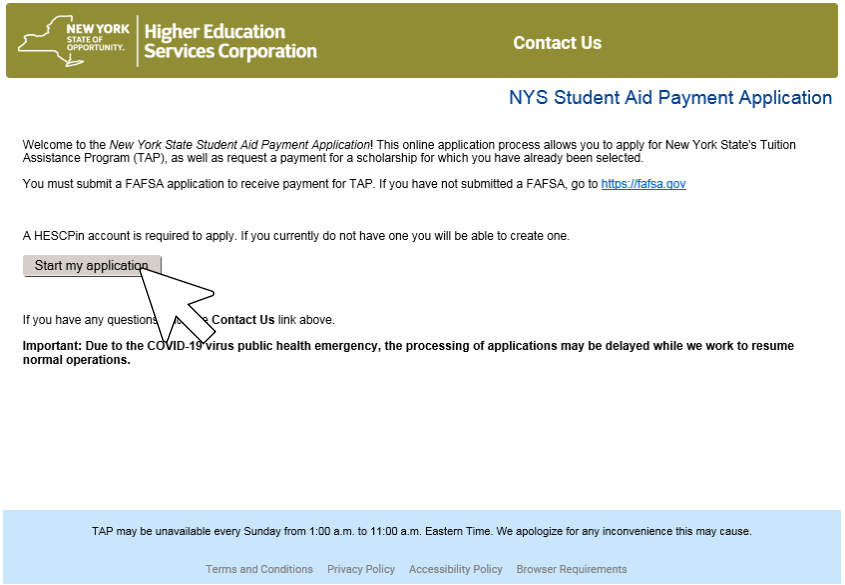
FAFSA Confirmation Page Link





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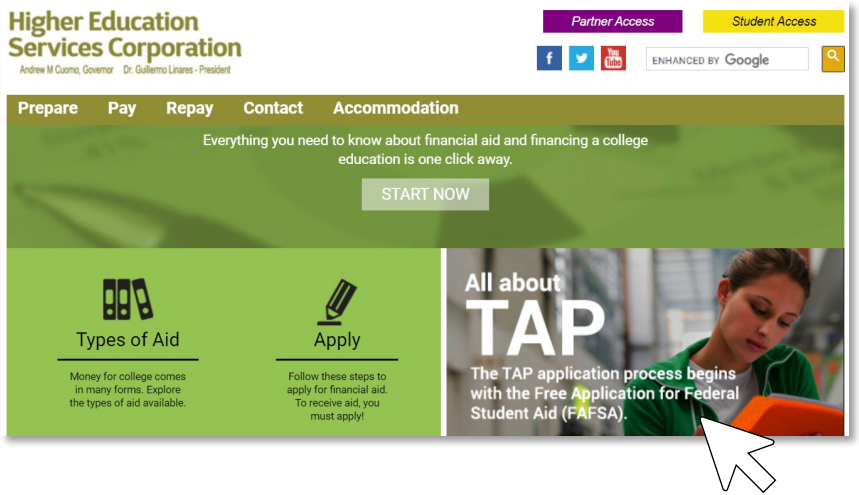
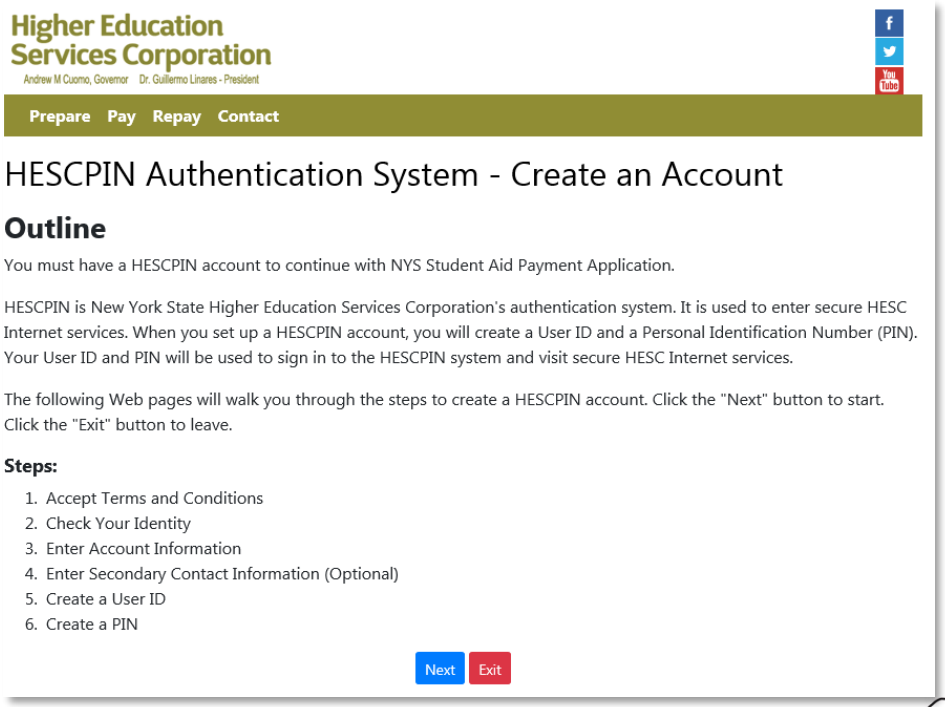
Applying for TAP Without Using FAFSA Link

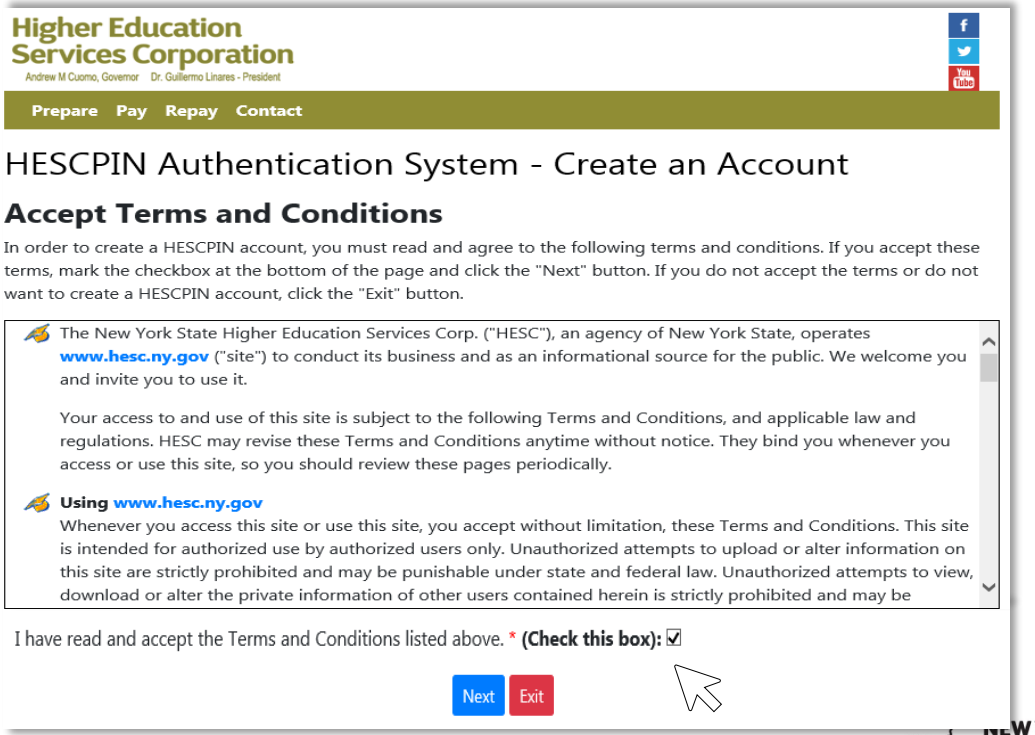
- If an applicant misses or has an issue using the TAP application link on the FAFSA confirmation page, then they must wait three to five days for their FAFSA to be processed and received by HESC before trying to apply for the TAP application on hesc.ny.gov



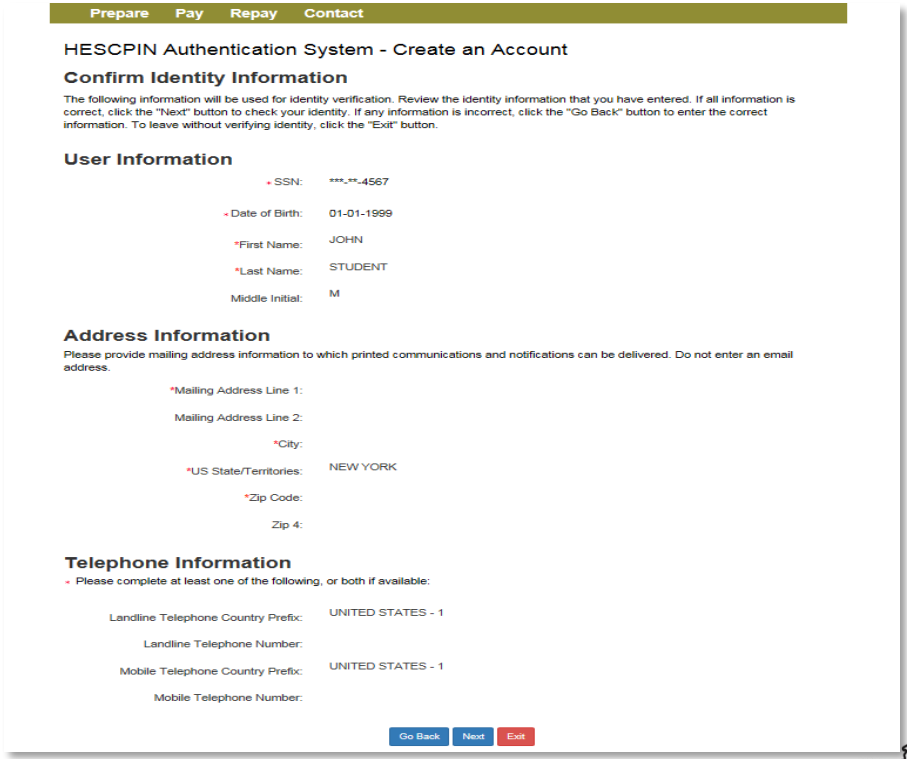
Creating a HESC Account: Outline



Accept Terms & Conditions



Confirm Identity Information



Prepare Pay Repay Contact

HESCPIN Authentication System - Create an Account

Confirm Identity Information

The following information will be used for identity verification. Review the identity information that you have entered. If all information is correct, click the "Next" button to check your identity. If any information is incorrect, click the "Go Back" button to enter the correct information. To leave without verifying identity, click the "Exit" button.

User Information

+ SSN:	***-**-4567
+ Date of Birth:	01-01-1999
*First Name:	JOHN
*Last Name:	STUDENT
Middle Initial:	M

Address Information

Please provide mailing address information to which printed communications and notifications can be delivered. Do not enter an email address.

*Mailing Address Line 1:	
Mailing Address Line 2:	
*City:	
*US State/Territories:	NEW YORK
*Zip Code:	
Zip 4:	

Telephone Information

+ Please complete at least one of the following, or both if available:

Landline Telephone Country Prefix:	UNITED STATES - 1
Landline Telephone Number:	
Mobile Telephone Country Prefix:	UNITED STATES - 1
Mobile Telephone Number:	

Go Back Next Exit

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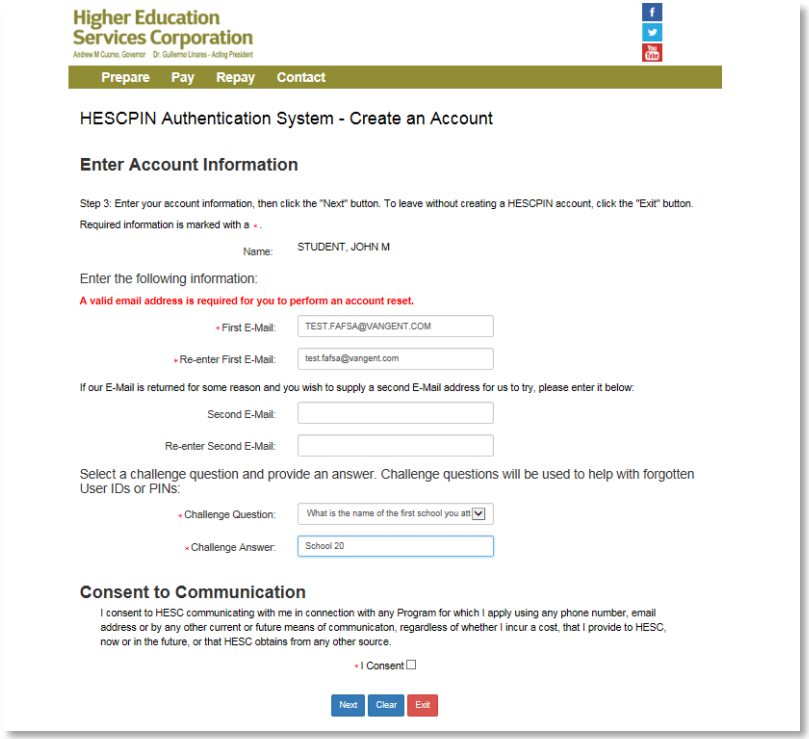
HESC Account: Identity Verification

- 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

Enter Account Information



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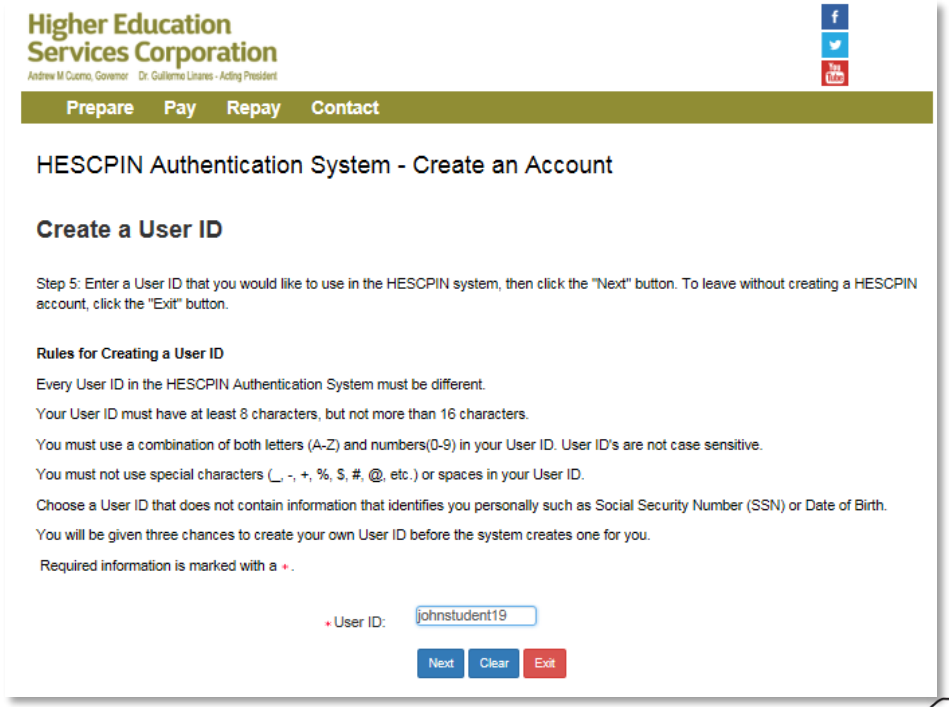
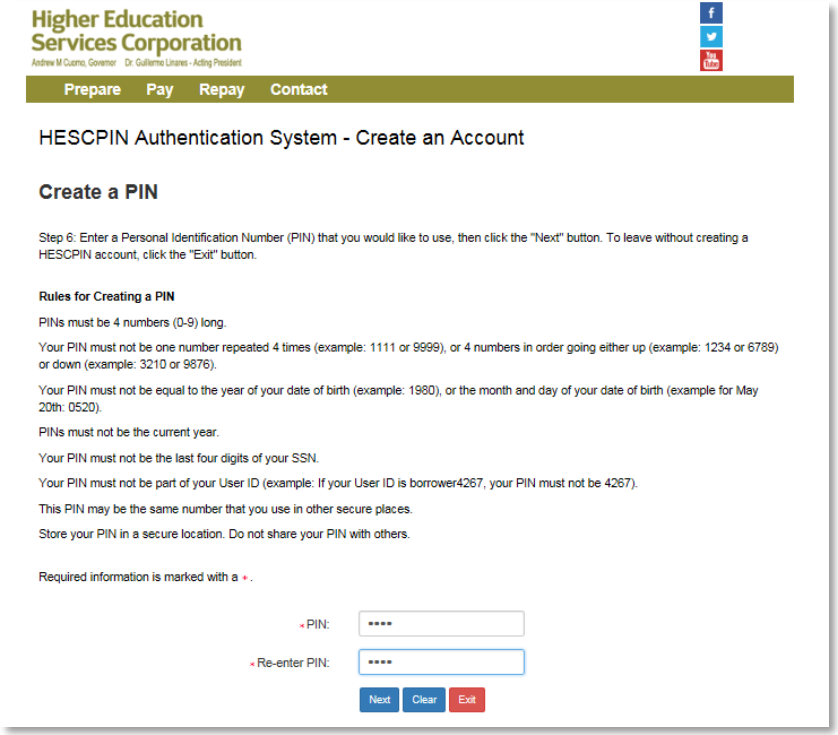
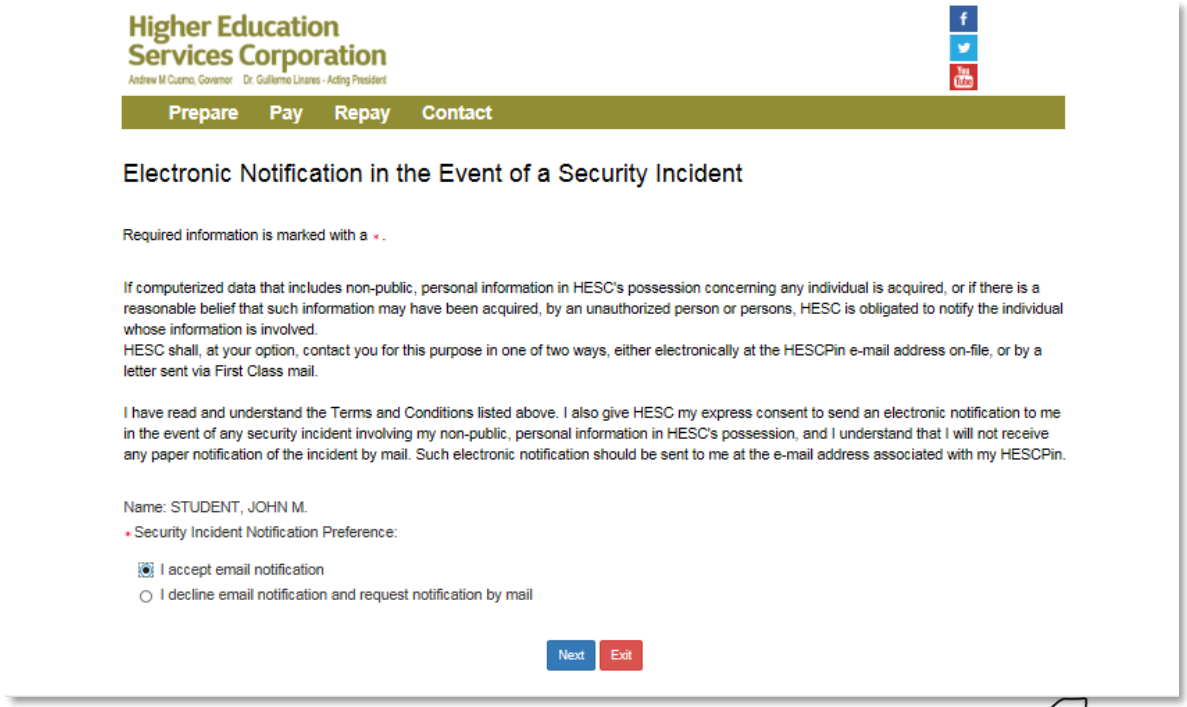
Create a User ID



Create a Pin


Higher Education
Services Corporation
Andrew M Cuomo, Governor Dr. Guillermo Linares - Acting President
Prepare Pay Repay Contact
HESCPIN Authentication System - Create an Account
Create a PIN
Step 6: Enter a Personal Identification Number (PIN) that you would like to use, then click the "Next" button. To leave without creating a HESCPIN account, click the "Exit" button.
Rules for Creating a PIN
PINs must be 4 numbers (0-9) long.
Your PIN must not be one number repeated 4 times (example: 1111 or 9999), or 4 numbers in order going either up (example: 1234 or 6789) or down (example: 3210 or 9876).
Your PIN must not be equal to the year of your date of birth (example: 1980), or the month and day of your date of birth (example for May 20th: 0520).
PINs must not be the current year.
Your PIN must not be the last four digits of your SSN.
Your PIN must not be part of your User ID (example: If your User ID is borrower4267, your PIN must not be 4267).
This PIN may be the same number that you use in other secure places.
Store your PIN in a secure location. Do not share your PIN with others.
Required information is marked with a +.
+PIN:
+Re-enter PIN:
Next
Clear
Exit

Notification of a Security Incident



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Prepare Pay Repay Contact

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, 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.

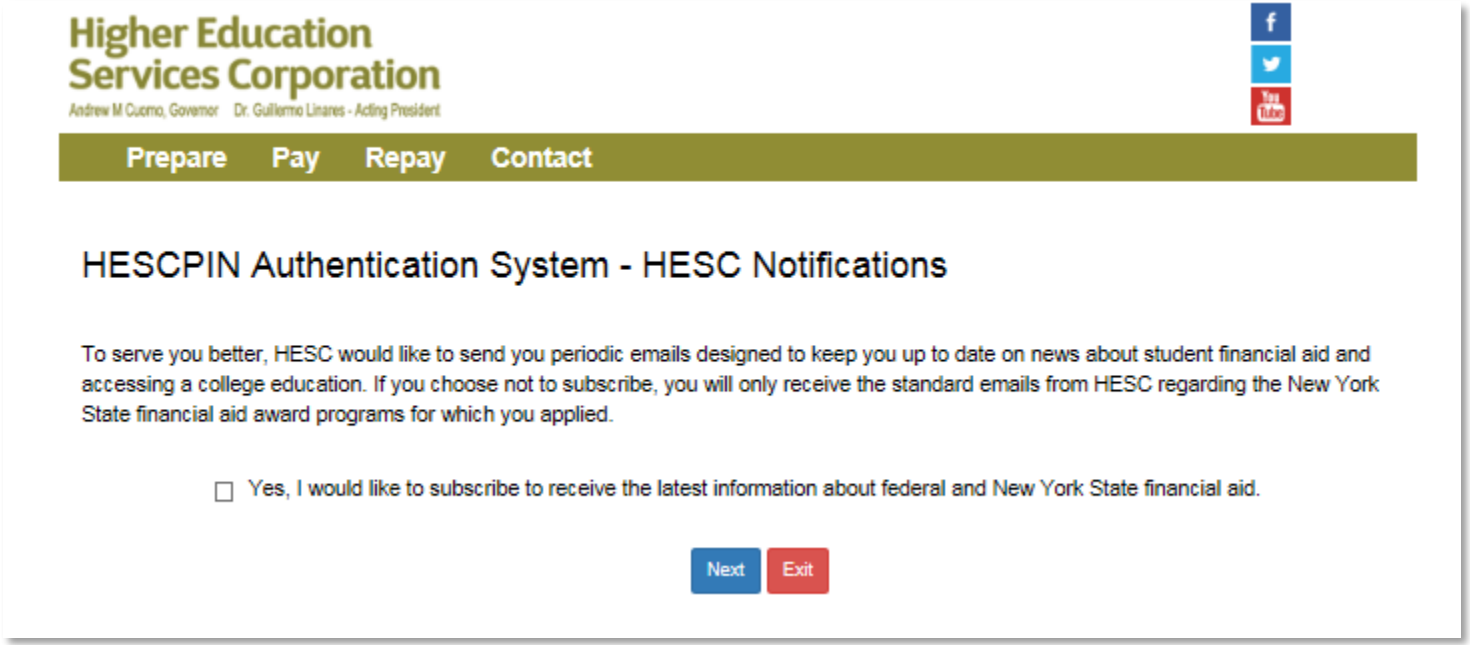
Name: STUDENT, JOHN M.

* Security Incident Notification Preference:

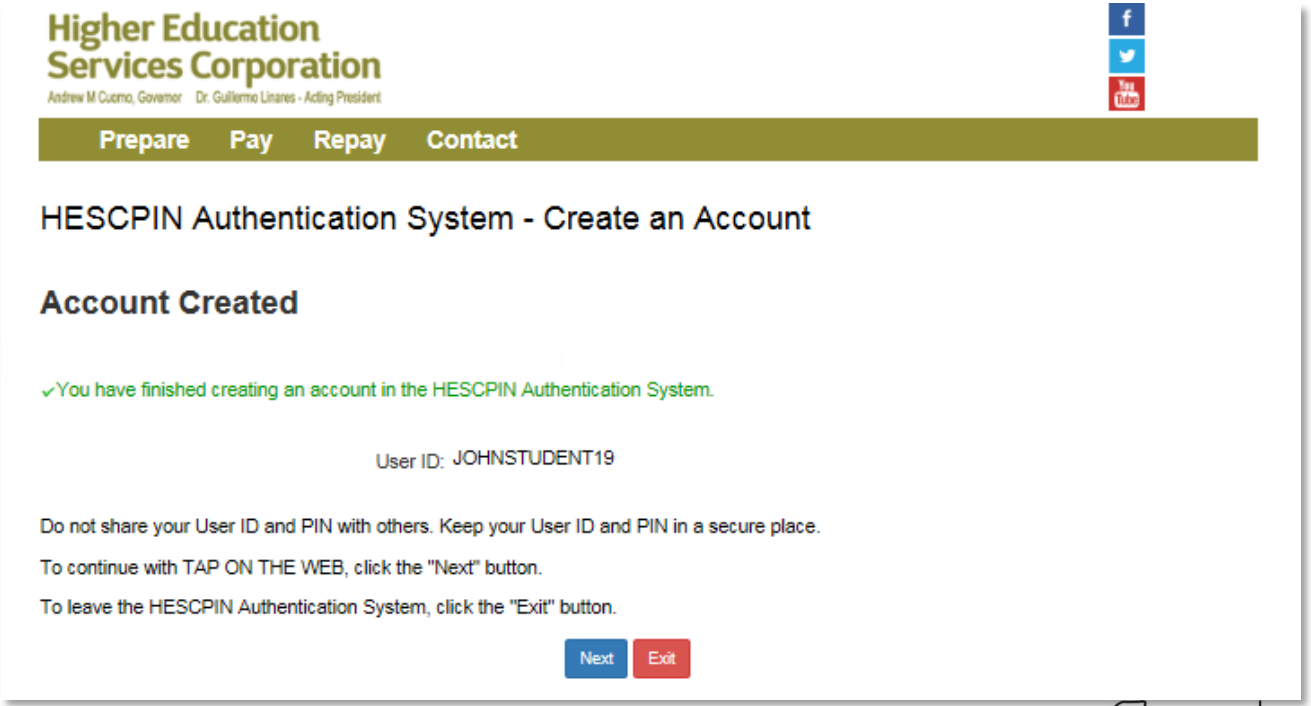
- (•) I accept email notification
- ( ) I decline email notification and request notification by mail

Next Exit

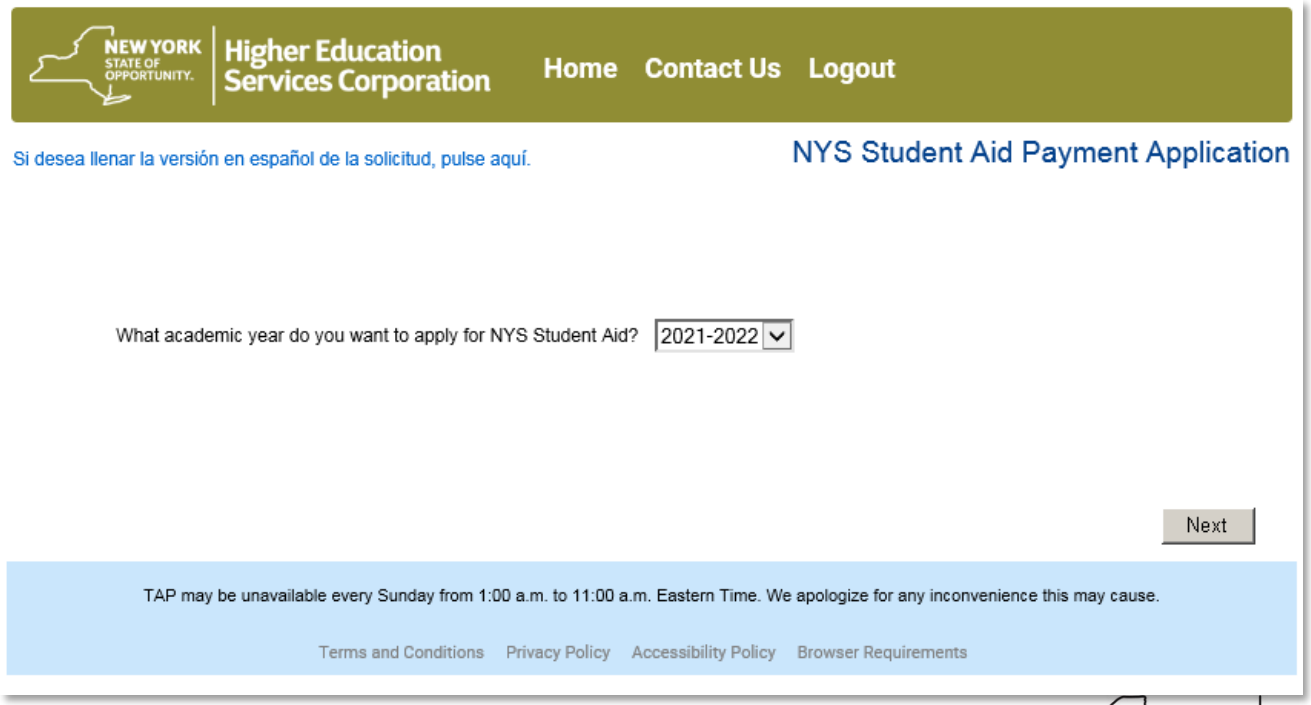
HESC Notifications



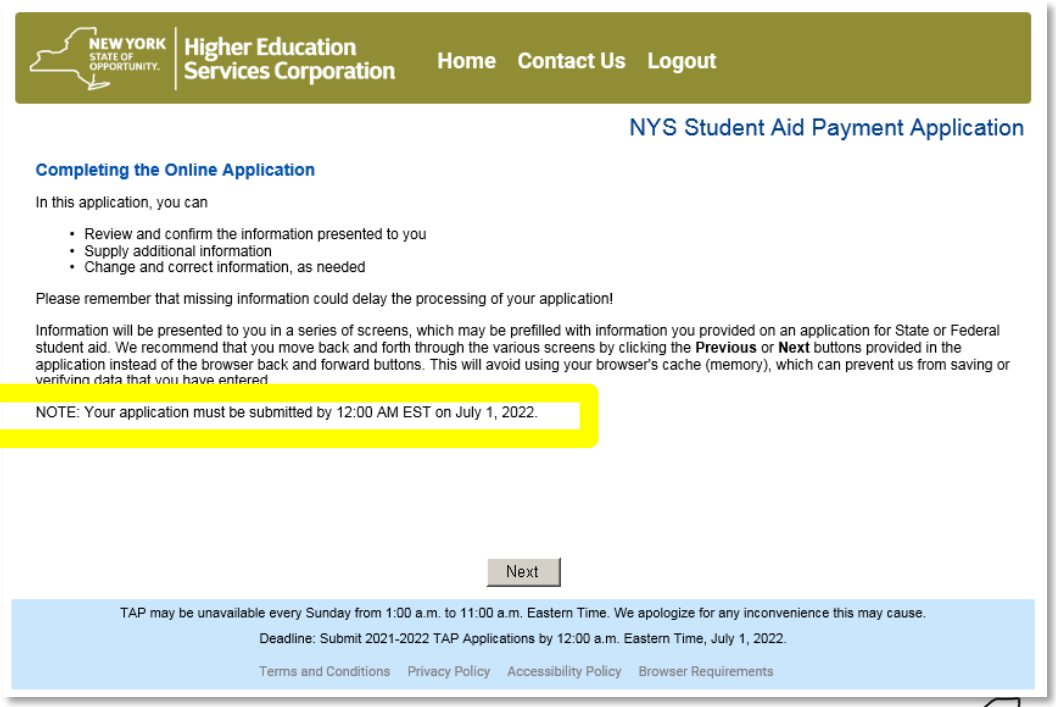
Account Created



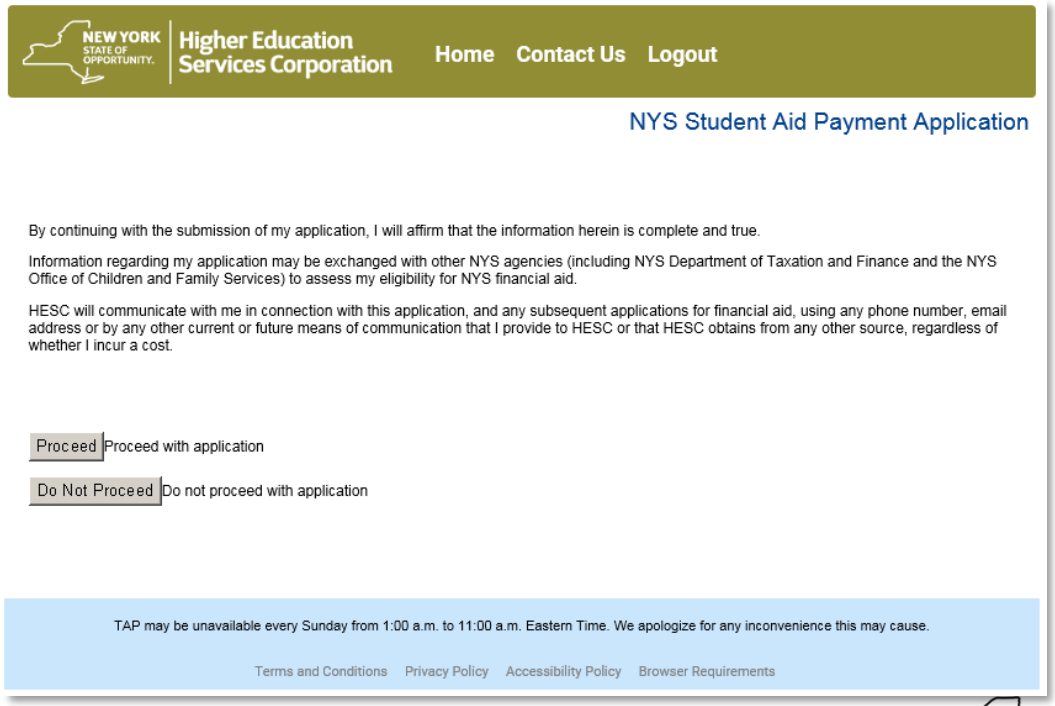
Academic Year Selection Screen



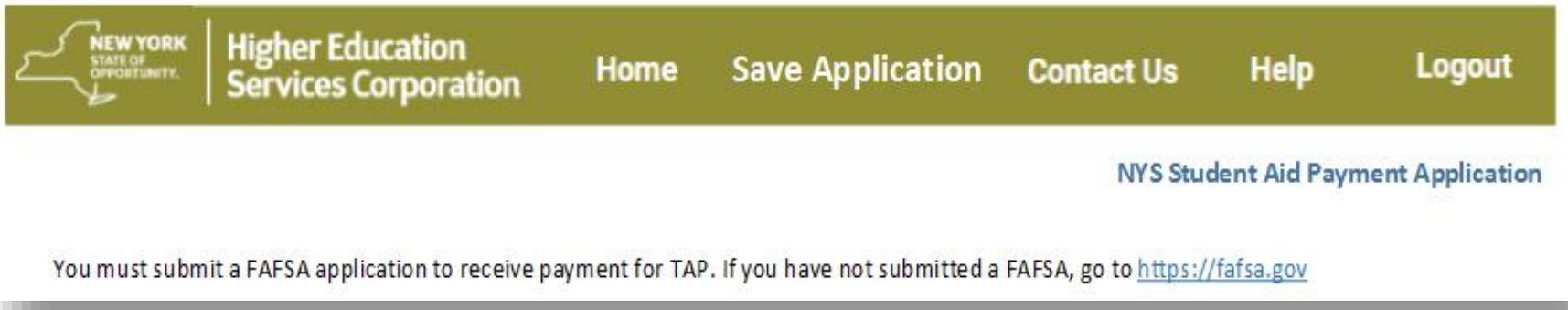
Application Navigation and Deadline



Affirmation



"You Must Submit a FAFSA" Error Message

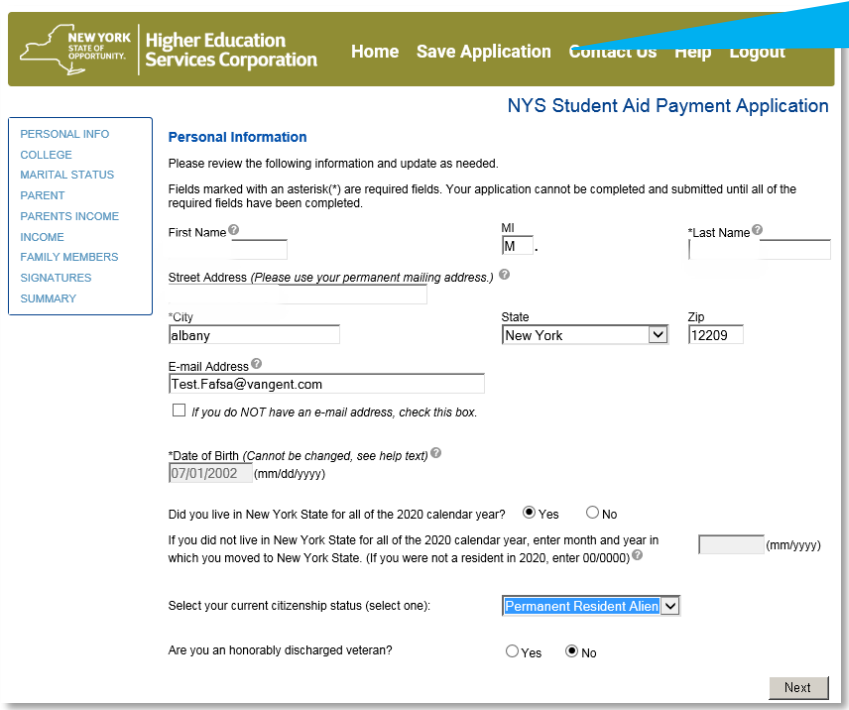


- If a student tries to apply for TAP directly on HESC's website before their FAFSA is processed, then they will see this message

Personal Information Screen

Application may be saved for 24 hours

Left navigation tracks progress through the application



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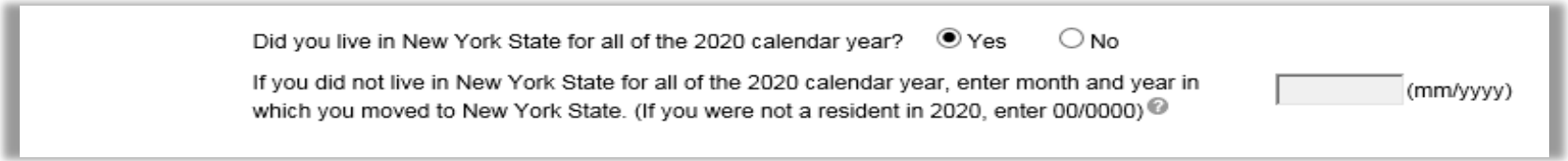
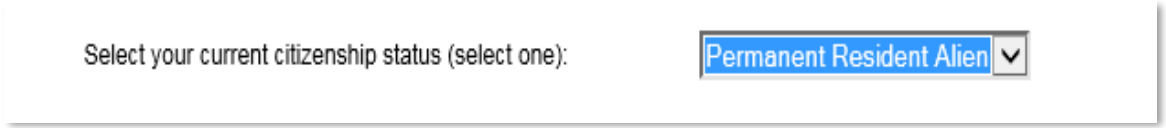
Common Mistake: NYS Residency



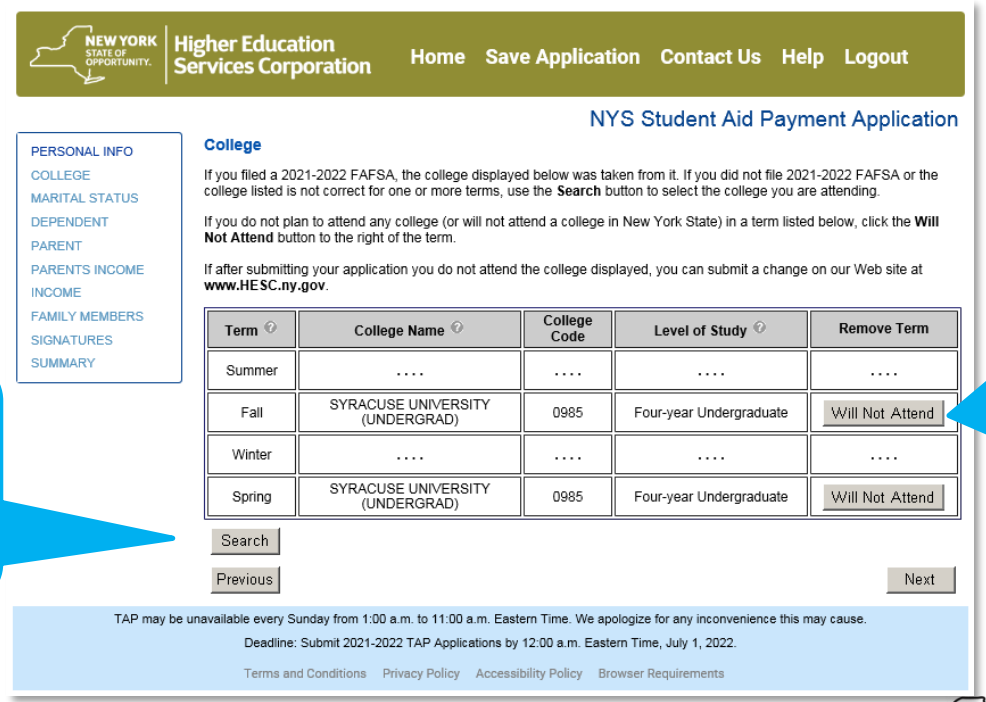
- Students who indicate they do not meet the NYS residency requirements will be required to submit a residency review questionnaire.
  - Can be completed electronically through their HESC account (hesc.ny.gov/myaccount)

New: 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

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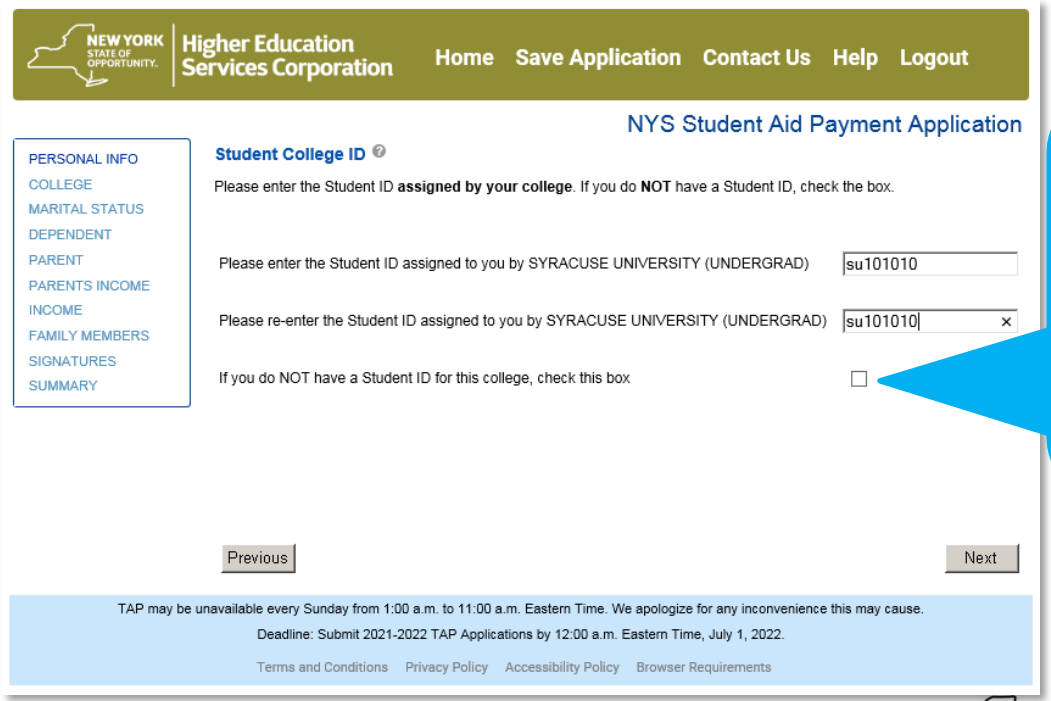
Student's College ID Number



If a student does not know their College ID number, then they can check the box and continue

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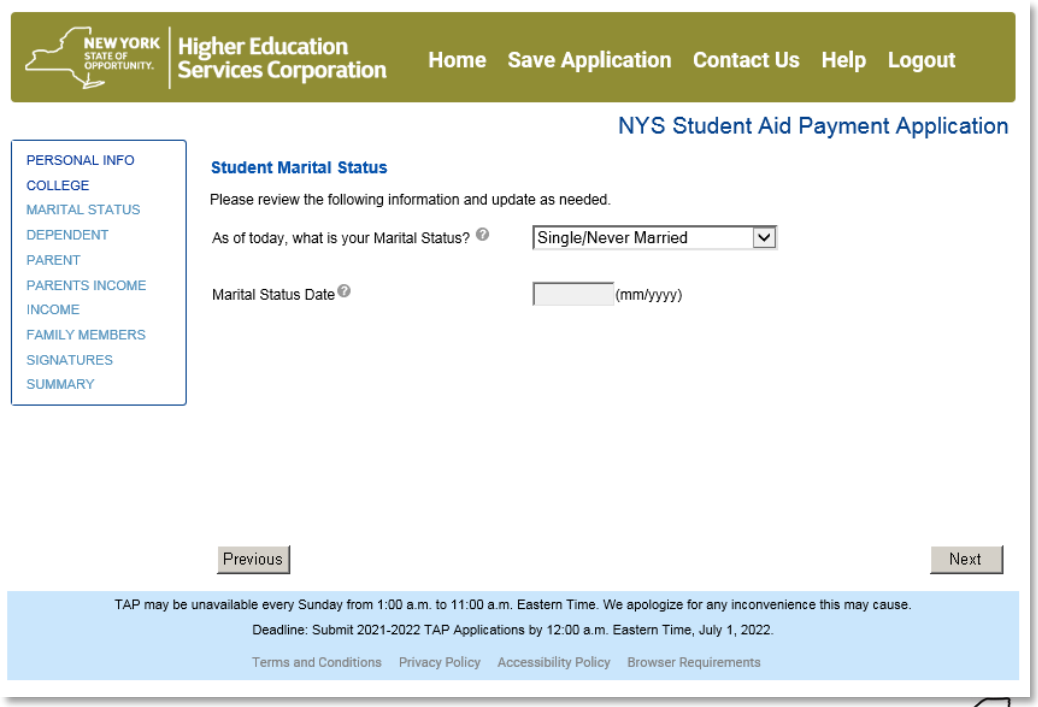
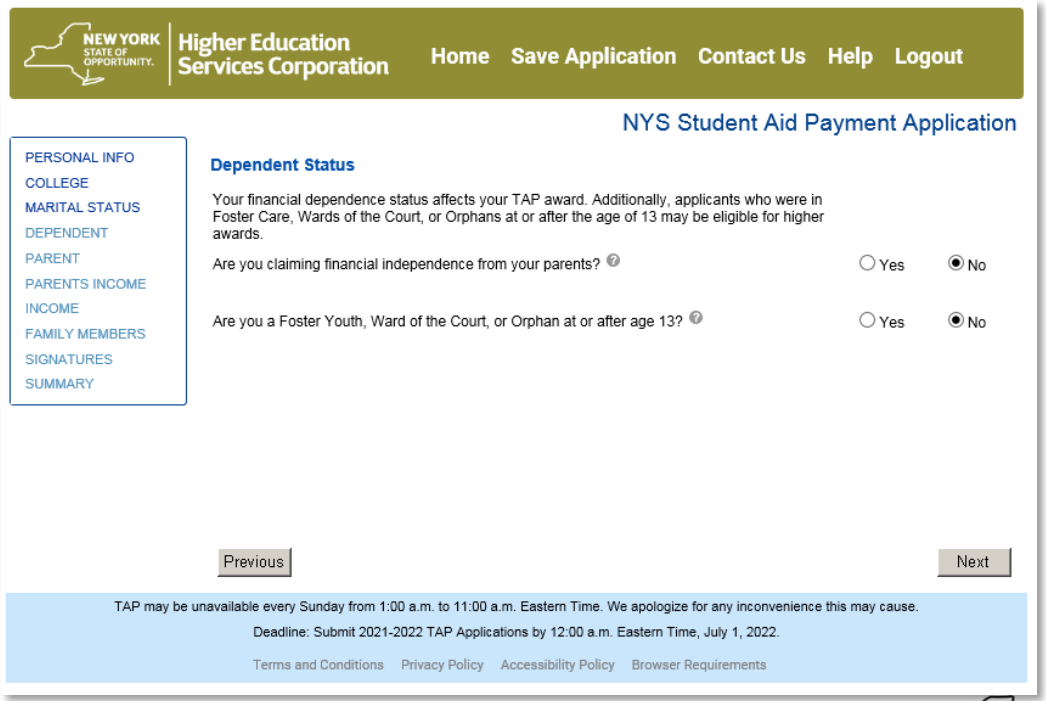
Student Marital Status



Independent or Dependent?

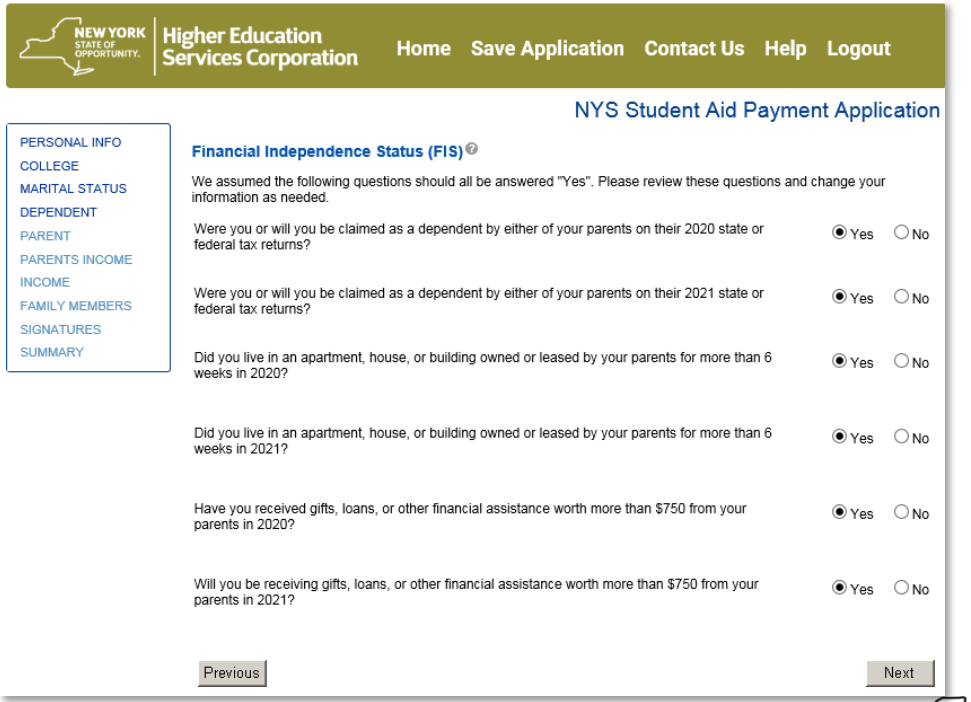


NEW YORK STATE OF OPPORTUNITY. Higher Education Services Corporation

Common Issue: Independence for NYS Aid

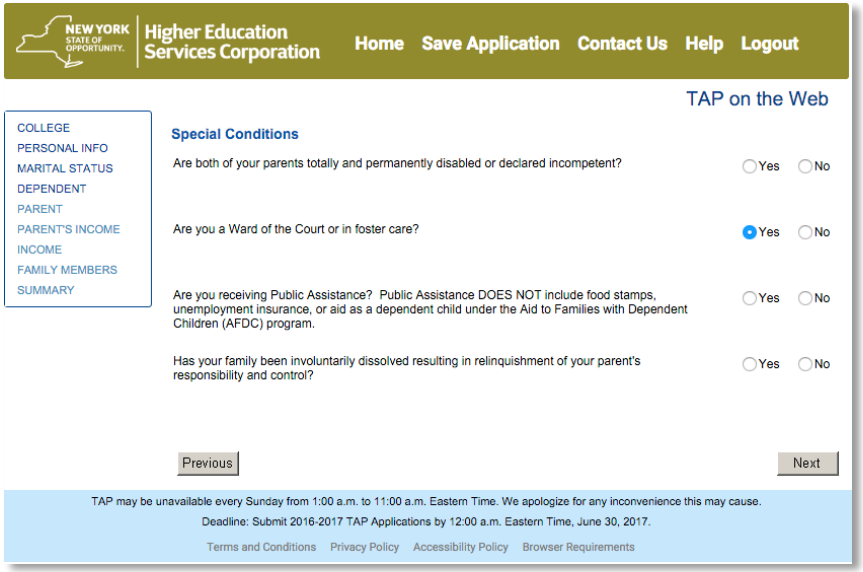
- Students age 36 and older are automatically considered independent for NYS financial aid
- Students ages 22 to 35 may claim financial independence without any special conditions
  - Must be able to answer NO to all Financial Independent Status (FIS) Questions

Financial Independent Status Questions



Special Conditions

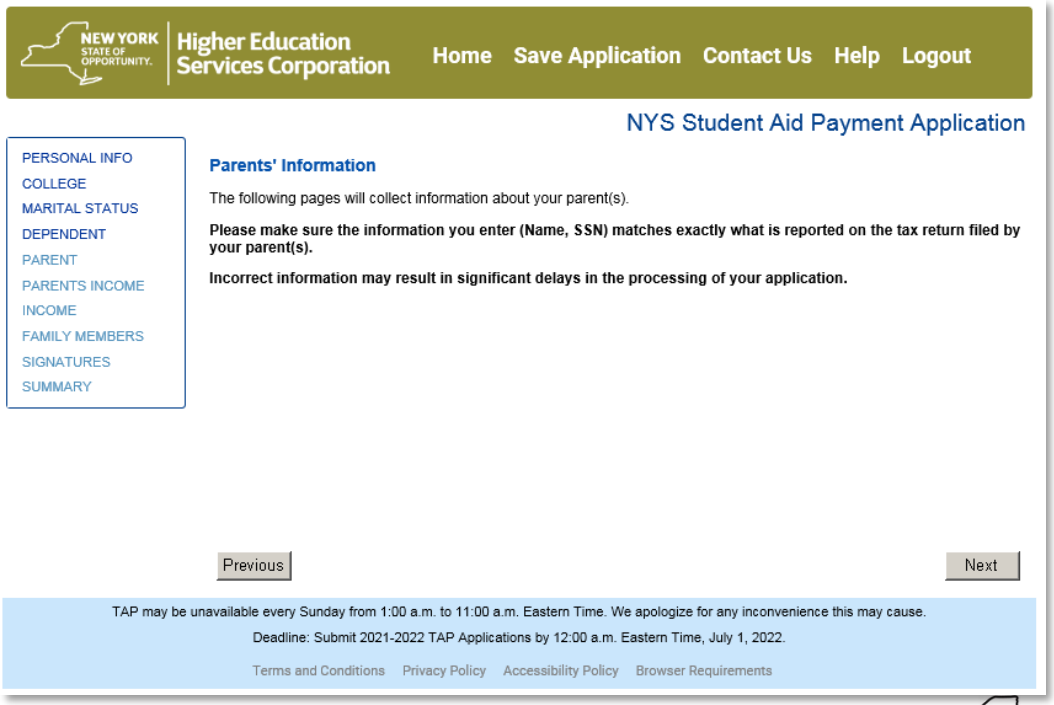
- Students younger than 22 years old who declare financial independence must have a special condition to qualify as independent



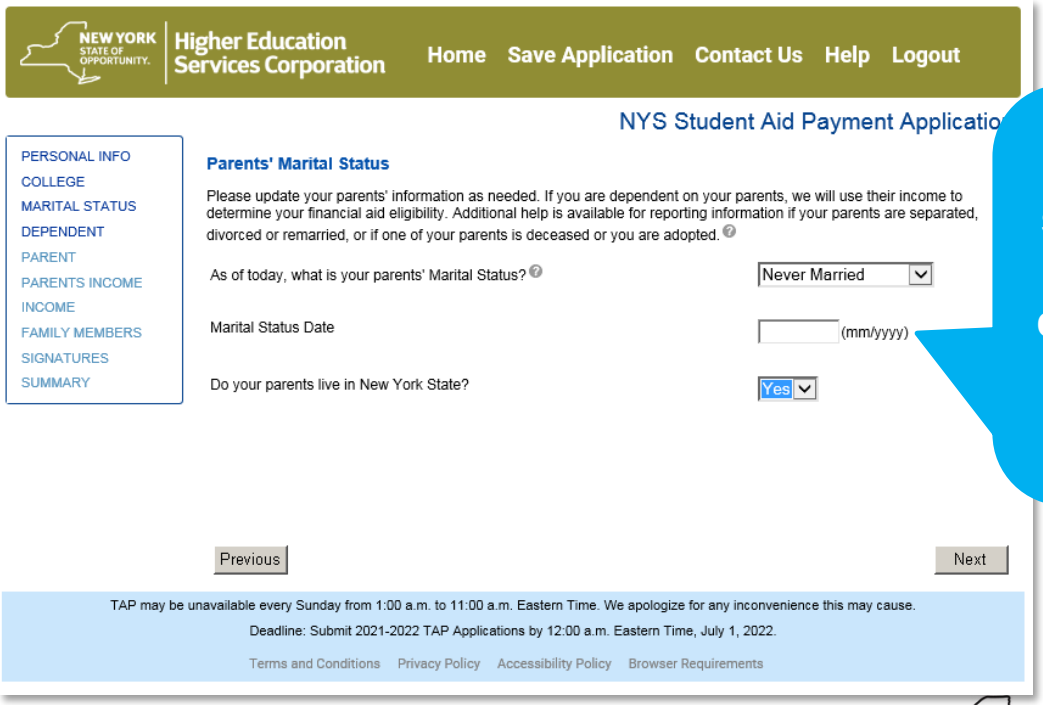
Processing for Requests for Independence

- 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 documentation shared with their financial aid offices for dependency override on FAFSA

Dependent Students: Provide Parent Info

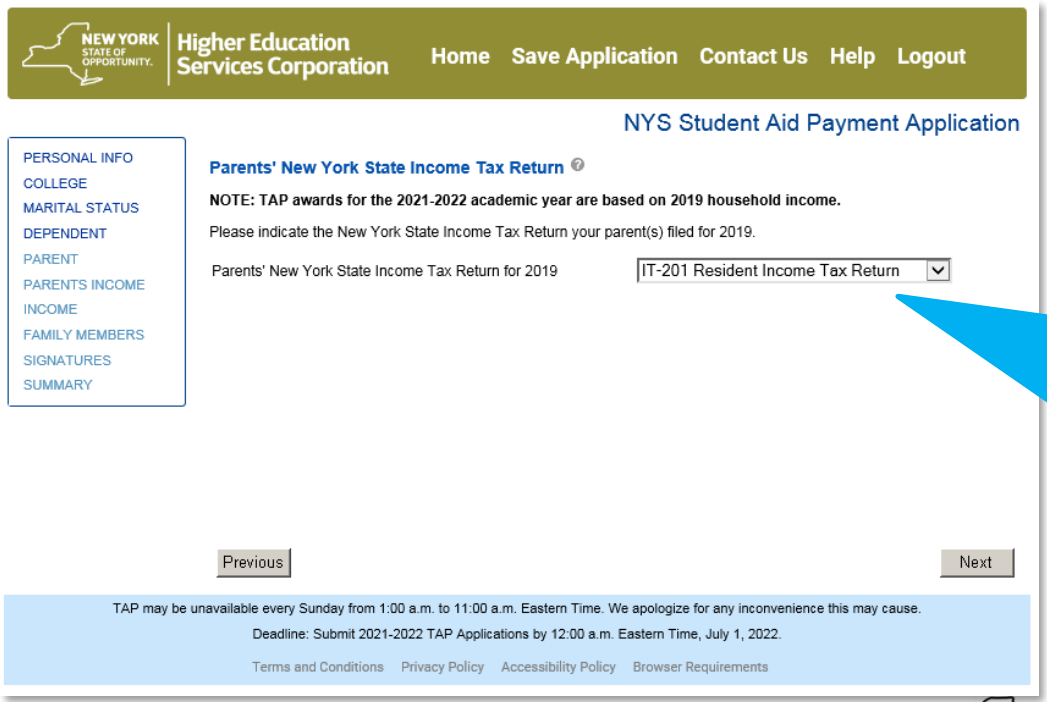


Parent Marital Status



Some marital statuses, such as married or divorce/separated will require a month/year

Parental Income Tax Return Information



Be sure to enter the appropriate 2019 NYS tax return type; check taxes if necessary.

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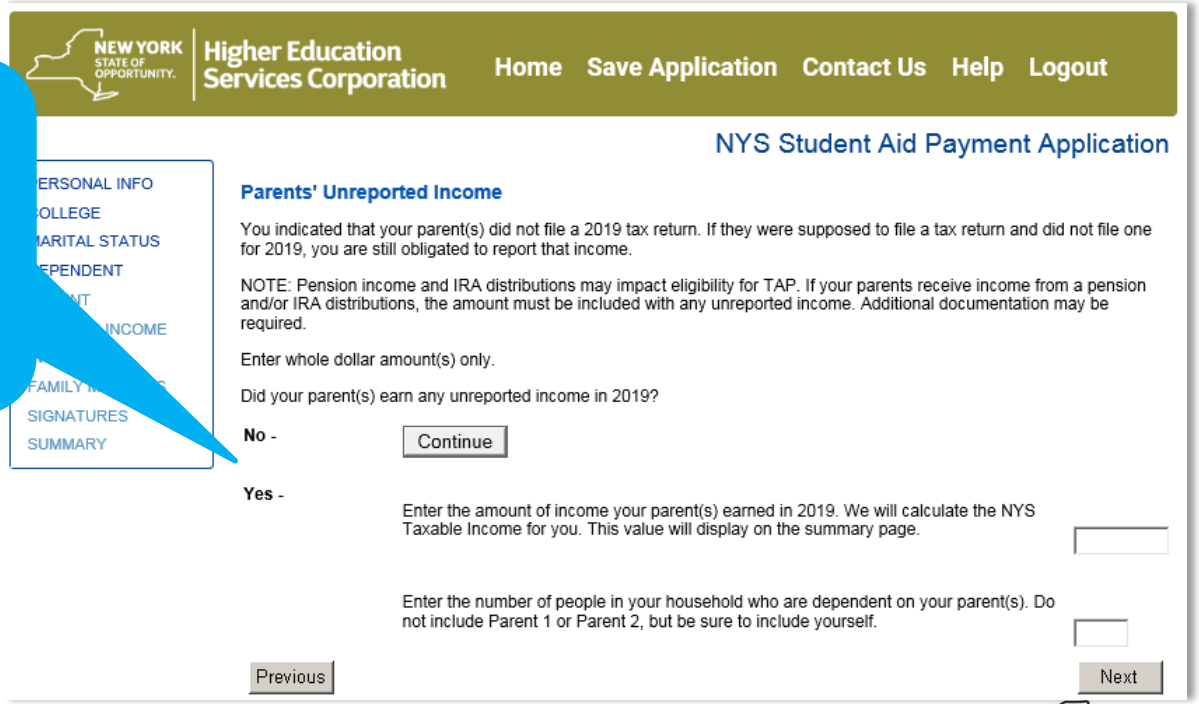
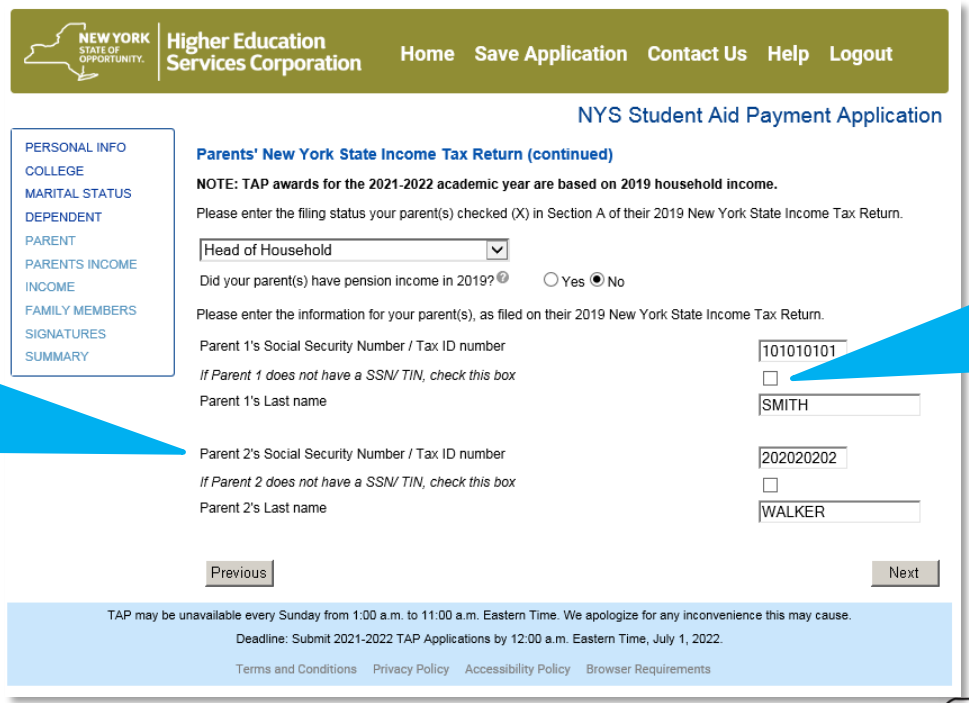
Parent “Will Not File Any Tax Return”

Press continue if the parent did not earn any unreported income in 2019 or report any untaxed income



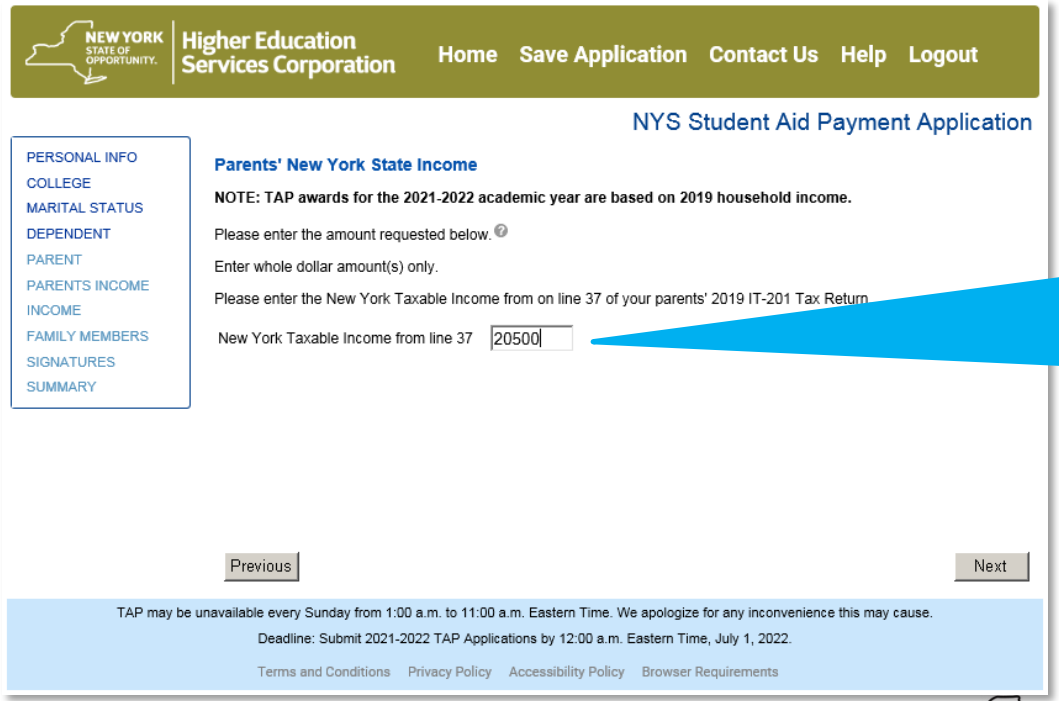
Parent Information

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

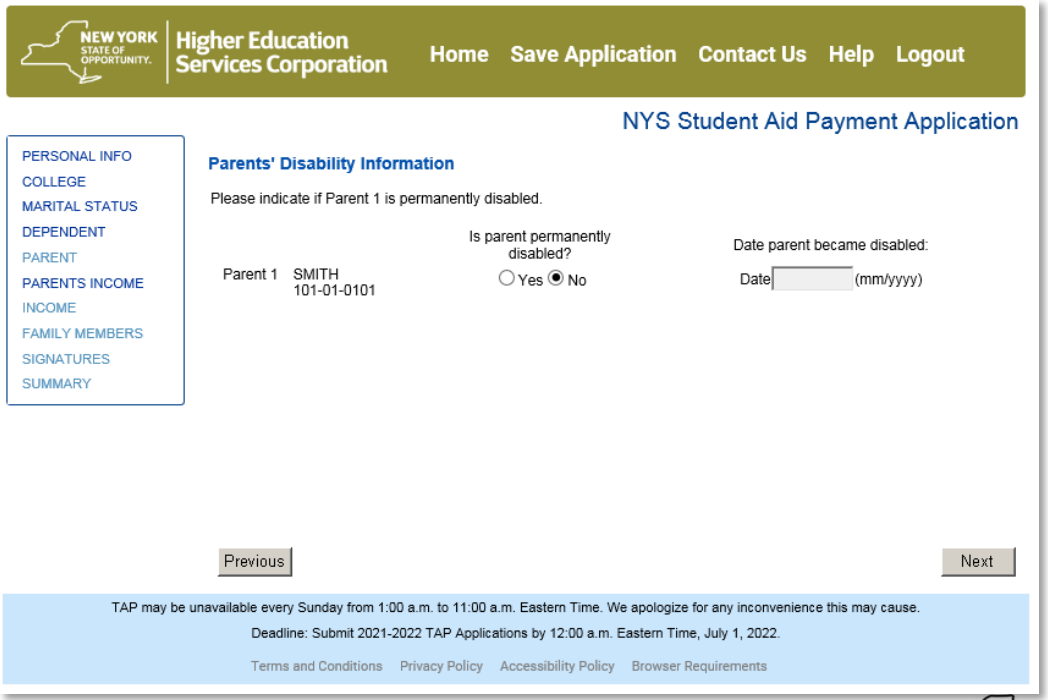


Income reported from line 37 of the 2019 NYS IT-201 tax return. Will be verified with NYS Tax & Finance

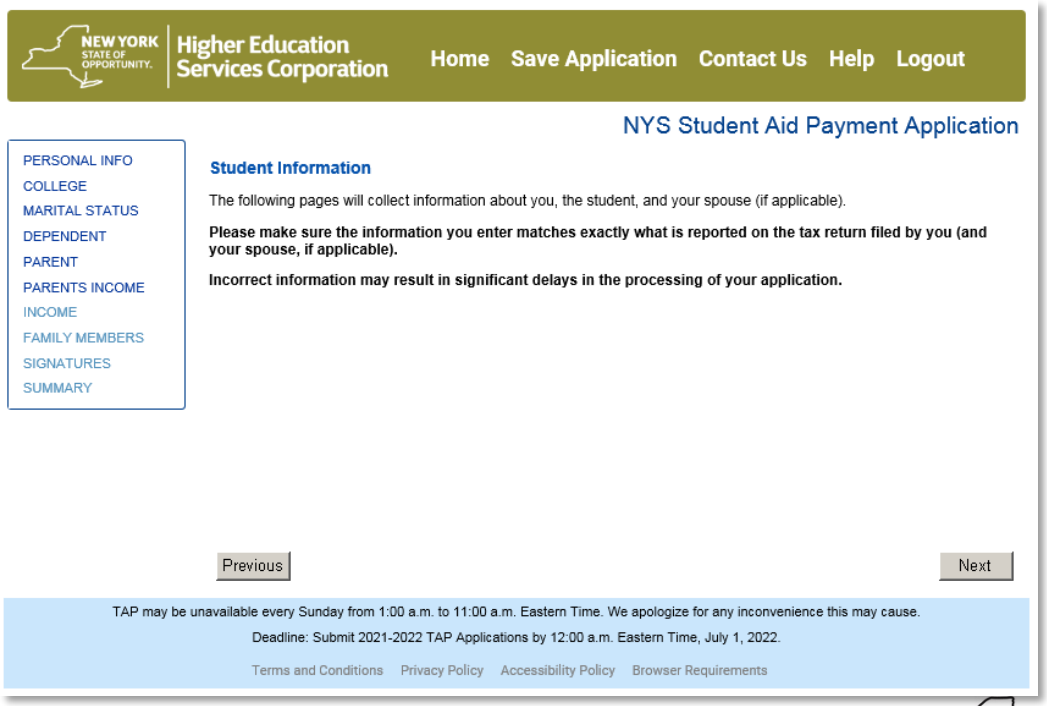
Common Question: Income Adjustments

- 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

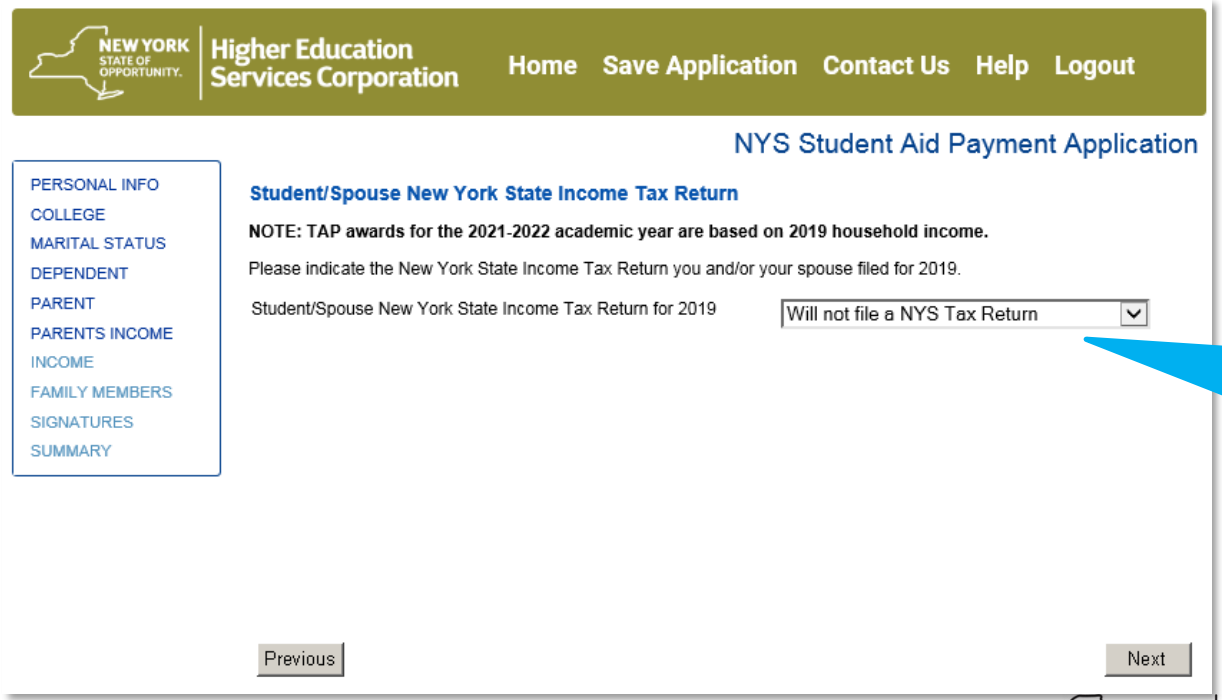
Parents' Disability Information



Transition Back to Student Information

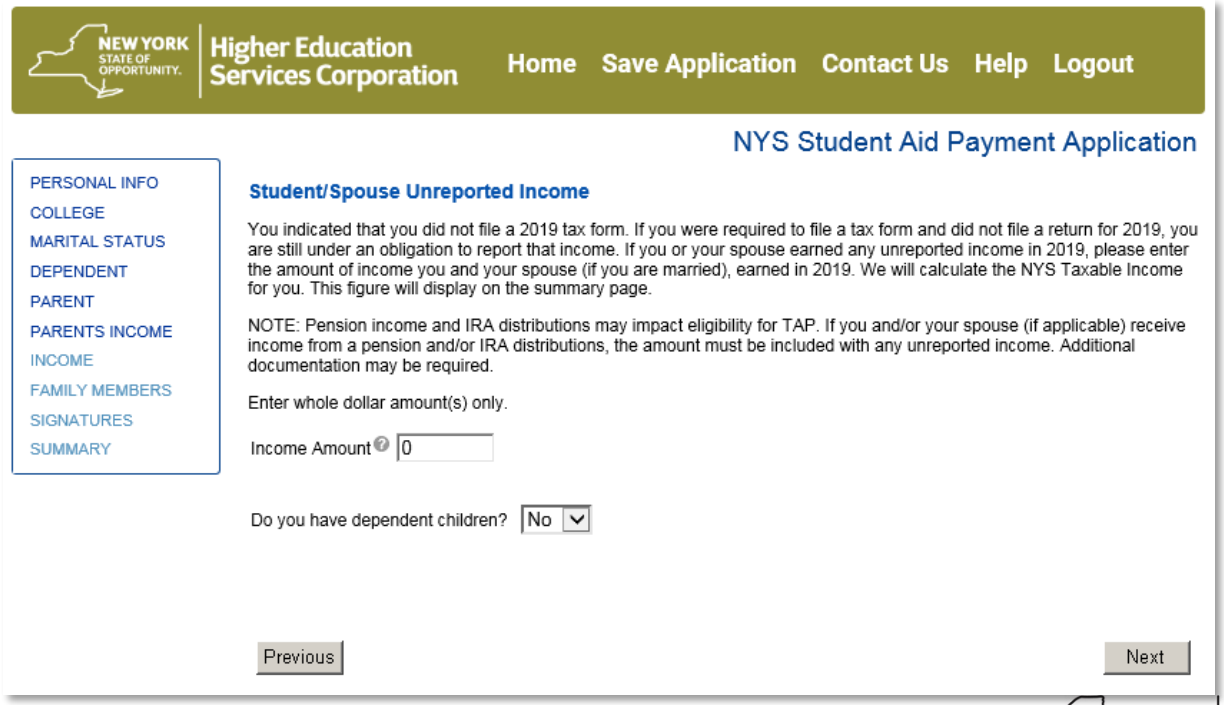


Student/Spouse Income Information

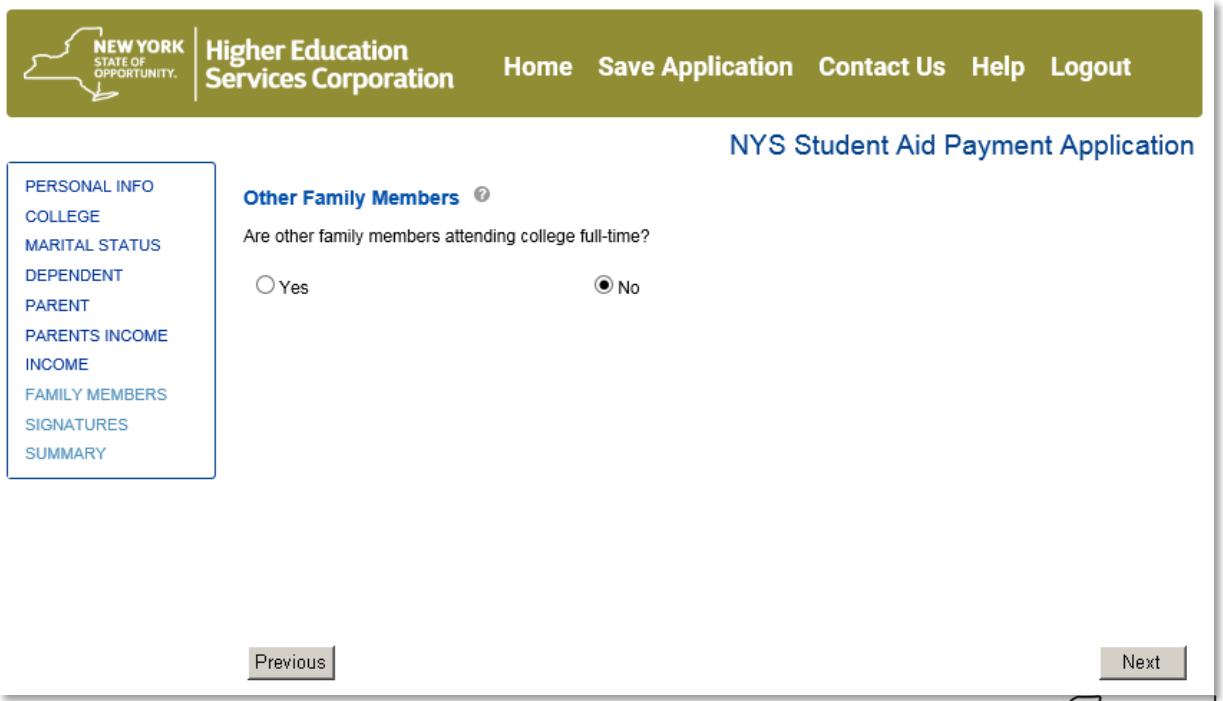


Do not double report parent tax info here.

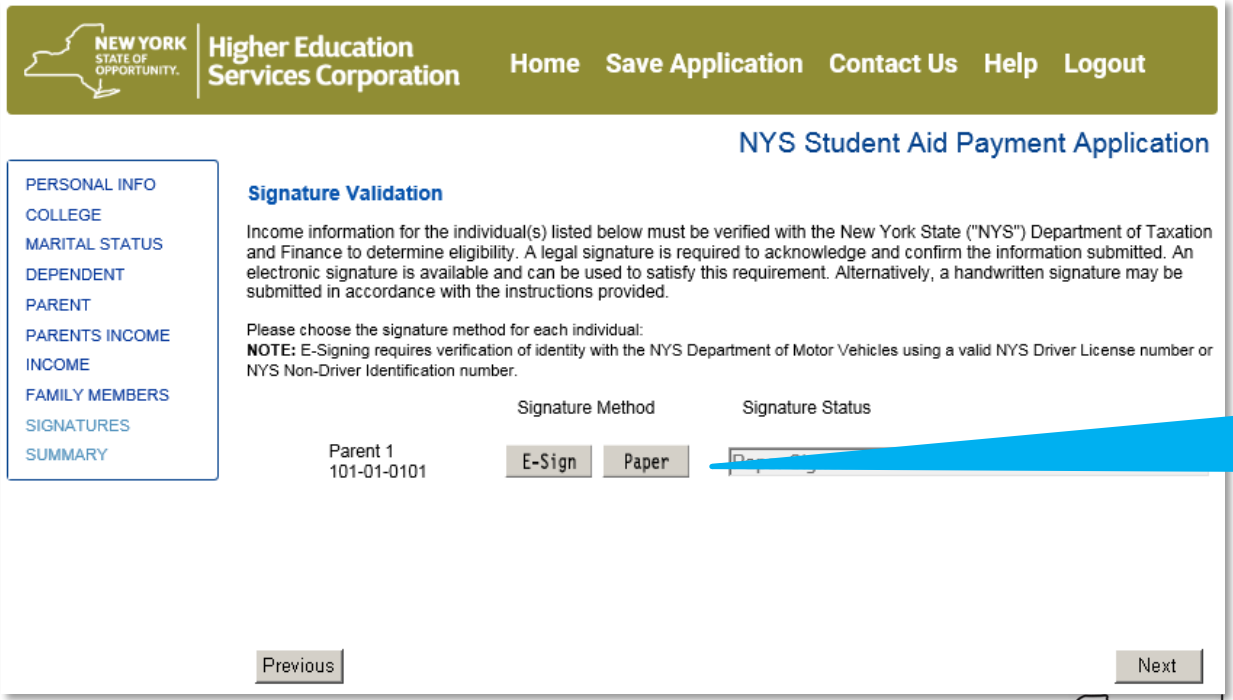
Student/Spouse Unreported Income



Other Family Members in College

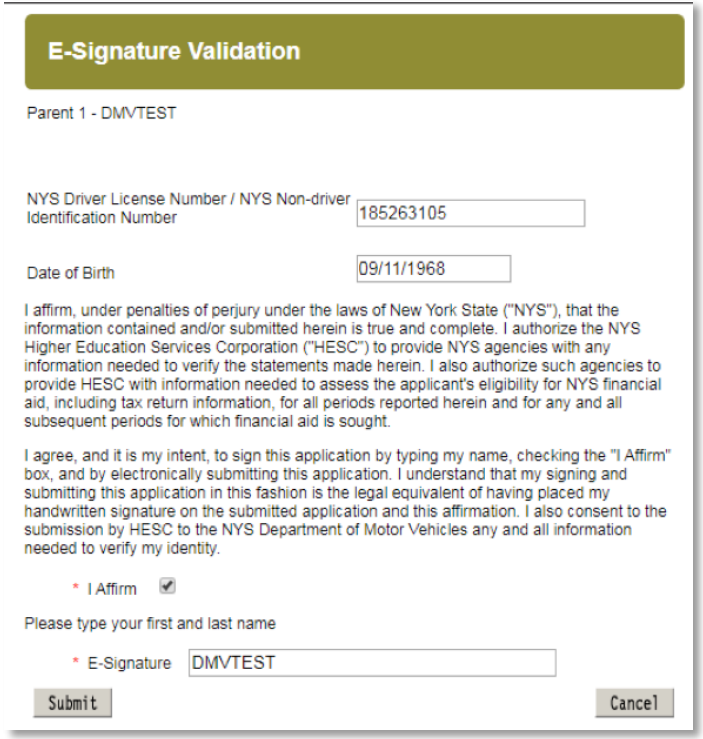


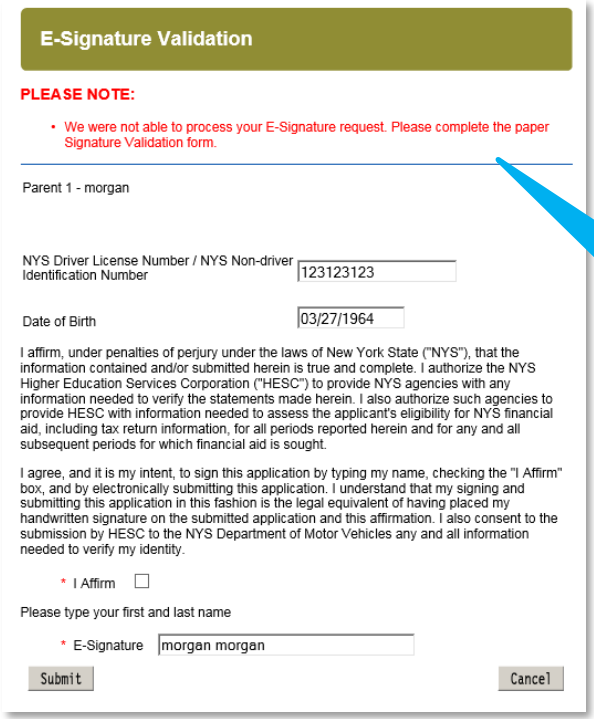
Signature Validation (Parent Signature)



Choose E-Sign or paper signature

E-Signature: NYS DMV-issued ID





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

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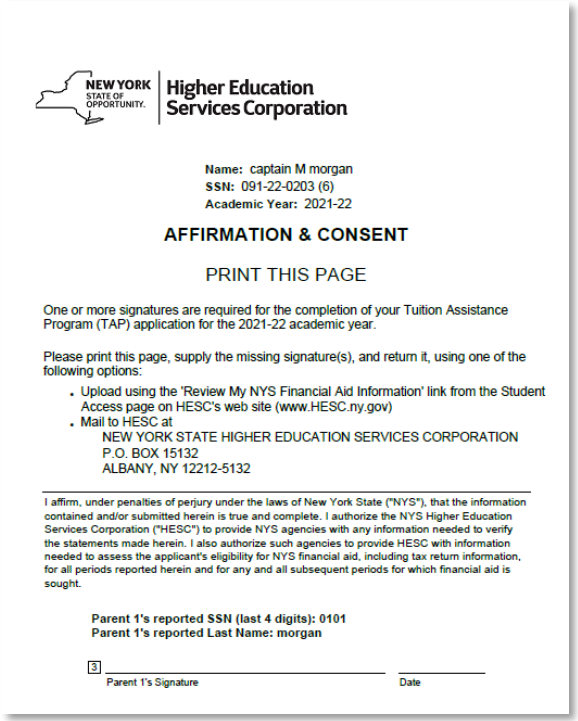
Paper Signature Option

- 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)



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Name: captain M morgan
SSN: 091-22-0203 (6)
Academic Year: 2021-22

AFFIRMATION & CONSENT

PRINT THIS PAGE

One or more signatures are required for the completion of your Tuition Assistance Program (TAP) application for the 2021-22 academic year.

Please print this page, supply the missing signature(s), and return it, using one of the following options:

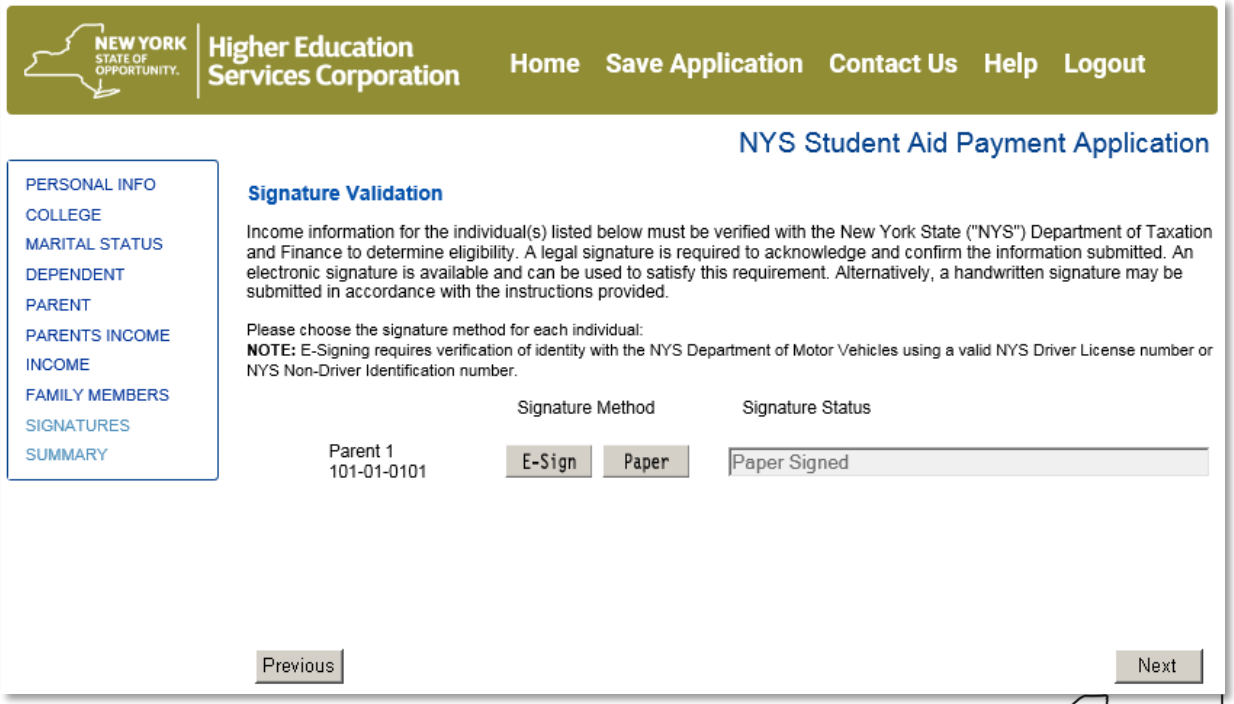
- Upload using the 'Review My NYS Financial Aid Information' link from the Student Access page on HESC's web site (www.HESC.ny.gov)
- Mail to HESC at
  NEW YORK STATE HIGHER EDUCATION SERVICES CORPORATION
  P.O. BOX 15132
  ALBANY, NY 12212-5132

I affirm, under penalties of perjury under the laws of New York State ("NYS"), that the information contained and/or submitted herein is true and complete. I authorize the NYS Higher Education Services Corporation ("HESC") to provide NYS agencies with any information needed to verify the statements made herein. I also authorize such agencies to provide HESC with information needed to assess the applicant's eligibility for NYS financial aid, including tax return information, for all periods reported herein and for any and all subsequent periods for which financial aid is sought.

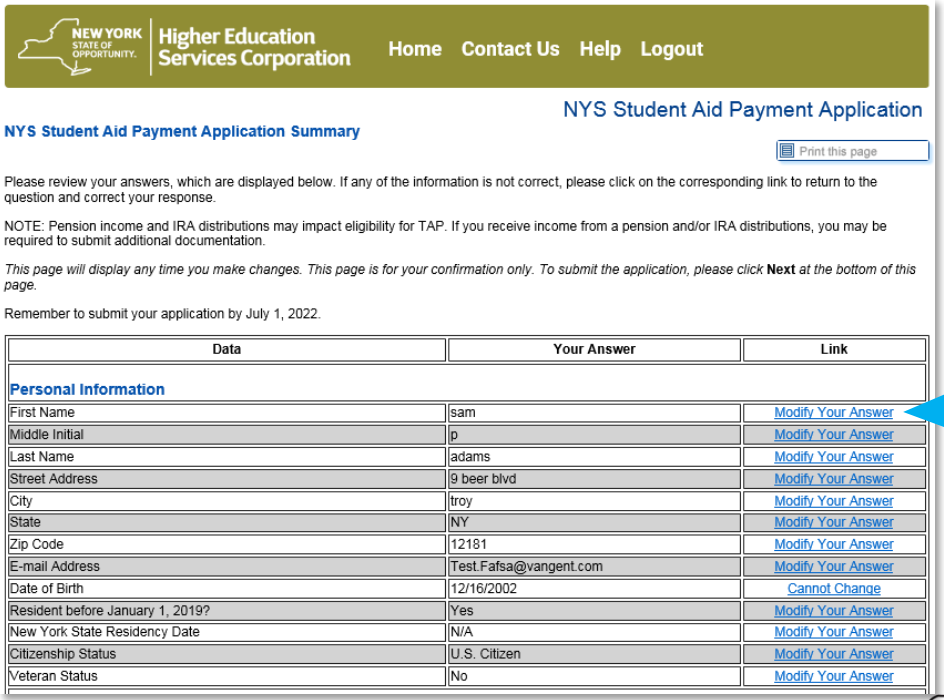
Parent 1's reported SSN (last 4 digits): 0101
Parent 1's reported Last Name: morgan

3 _____ _____
Parent 1's Signature Date

Successful Signature



Application Summary



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Home Contact Us Help Logout

NYS Student Aid Payment Application

NYS Student Aid Payment Application Summary

Print this page

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 this page.*

Remember to submit your application by July 1, 2022.

Data	Your Answer	Link
Personal Information		
First Name	sam	Modify Your Answer
Middle Initial	p	Modify Your Answer
Last Name	adams	Modify Your Answer
Street Address	9 beer blvd	Modify Your Answer
City	troy	Modify Your Answer
State	NY	Modify Your Answer
Zip Code	12181	Modify Your Answer
E-mail Address	Test.Fafsa@vangent.com	Modify Your Answer
Date of Birth	12/16/2002	Cannot Change
Resident before January 1, 2019?	Yes	Modify Your Answer
New York State Residency Date	N/A	Modify Your Answer
Citizenship Status	U.S. Citizen	Modify Your Answer
Veteran Status	No	Modify Your Answer

Select "Modify Your Answer" to change any reported information

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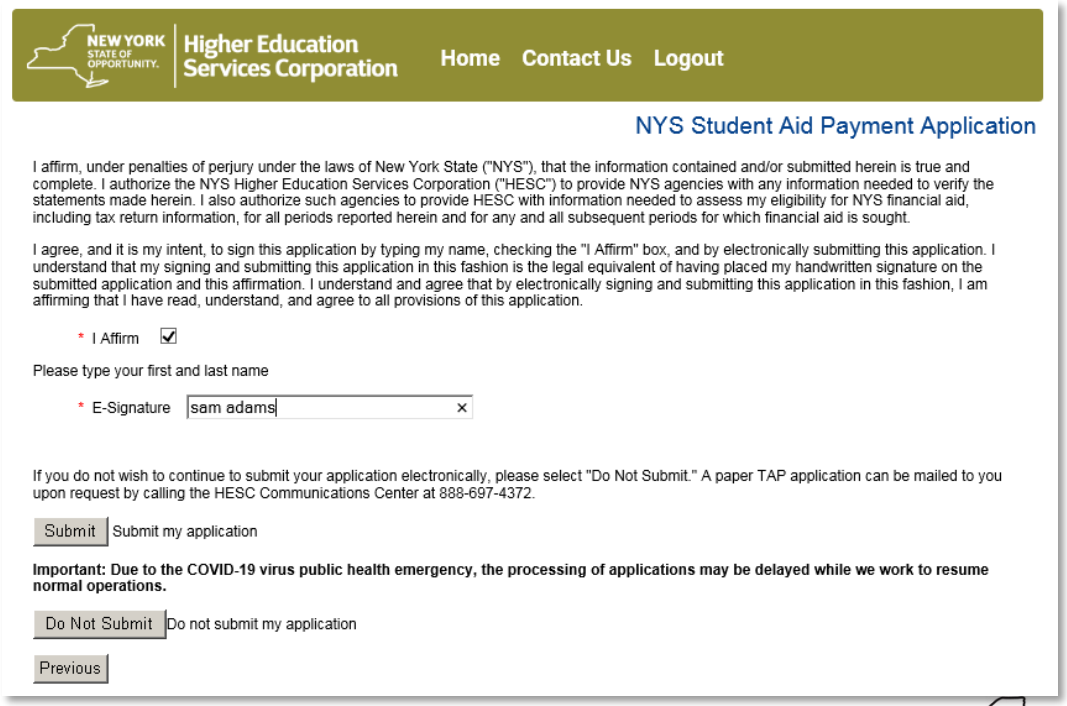
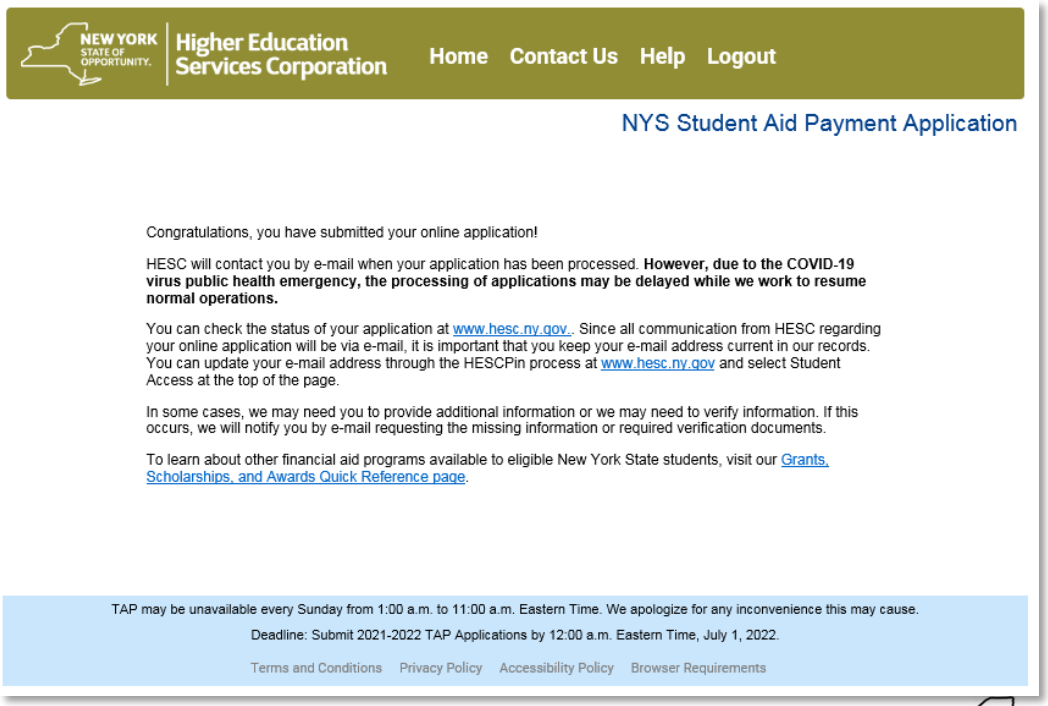
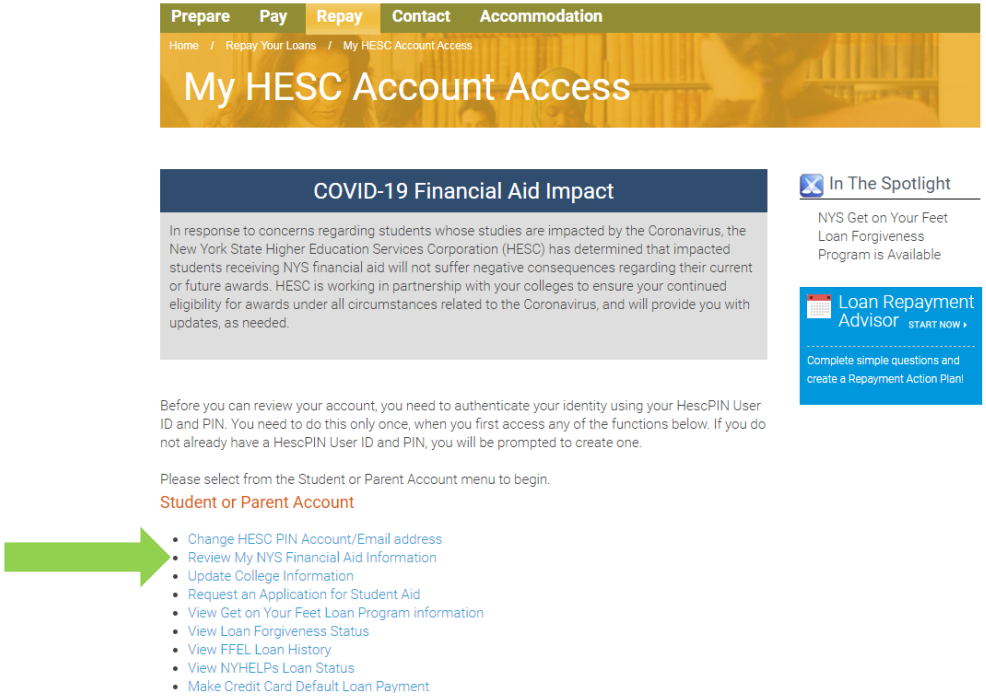
Submit with Student E-Signature



Congratulations!



HESC.ny.gov/myaccount



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