

ADMISSION, TUITION AND FINANCIAL AID

Admissions - Find Out More About the College

The Admissions Office encourages prospective students to attend an Information Session or one of the many admissions events scheduled throughout the year to learn more about LaGuardia Community College. An Admissions Counselor will help students examine their objectives, review requirements for programs of interest and discuss career opportunities. We also provide assistance in the application process. Students can sign up for admissions events at www.laguardia.edu/calendar or by calling (718) 482-5000. If you would like to schedule an appointment to meet with an Admissions Counselor please call (718) 482-5107.

Office Hours: Monday & Thursday 9:00 am – 7:00 pm
Tuesday, Wednesday & Friday
9:00 am – 5:00 pm
*summer hours may vary

Location: 29-10 Thomson Avenue, C102
Long Island City, New York 11101
Phone: (718) 482-5000
Email: Admissions@lagcc.cuny.edu

TYPES OF APPLICATIONS

Students should only complete one of the three applications listed below. Students are responsible for filing the correct application.

1. Freshman Applicant

A freshman applicant is defined as a student who has never attended a college, university or postsecondary institution since graduating from high school or receiving a General Equivalency Diploma (GED) or High School Equivalency (HSE). Neither a high school certificate nor an Individualized Education Program (IEP) diploma is acceptable. We do not accept wallet-sized diplomas. Applicants who earned a United

States Armed Forces Institute Diploma must submit proof of having earned a minimum passing score on the GED/HSE examinations. Application fee is \$65.

Requirements to Apply (Submit one of the following:)*

- ▶ Original high school diploma and sealed high school transcript
- ▶ Original GED/HSE certificate and scores
- ▶ International secondary education credentials equivalent to a U.S. high school diploma and English translation (if applicable)

2. Transfer Applicant

A transfer applicant is defined as a student who has attended a college, university or post-secondary institution (either in or outside the U.S.), since graduating from high school or receiving its equivalent GED/HSE. Students who file a transfer application may qualify for **advanced standing credit** for completed coursework. To be eligible for admissions students must be in good standing at their home college. In addition, they must meet CUNY's standards of retention as a condition for admissions. Application fee is \$70.

Internationally-educated transfer students must submit their applications directly to the University Applications Processing Center (UAPC).

Requirements to Apply:

- ▶ One item listed above* to prove the completion of high school or equivalent
- ▶ Sealed official college transcripts from all colleges attended, regardless if you are seeking transfer credit or not
- ▶ Sealed official international transcript from non-U.S. college and English translation (if applicable)

3. Visiting/Non-degree Student

A visiting/ non-degree student is defined as a non-matriculated student who enrolls for individual courses, but is not enrolled in a specific curriculum or major. Therefore, the student is not working toward a degree. Visiting/non-degree registration is on a space available basis each semester, and students are not eligible for financial aid. Students can apply four times a year; Fall and Spring sessions I and II (see enhanced semester calendar—inside front cover.) The application fee of \$65 will only be charged if you have successfully registered for a class.

- ▶ Apply online and learn what documents are required to process the non-degree application. Obtain information about immigration status, residency status and restrictions on registering for certain courses: www.laguardia.edu/Admissions
- ▶ Visit LaGuardia's Admissions office and apply in-person.

Applications and information about immigration status, residency status and restrictions on registering for certain courses are available online.

- * All non-matriculated students are required to provide CUNY Assessment Test results or to prove exemption from placement in Basic Skills courses. They are also required to meet all pre- and co-requisites for all courses for which they register unless they receive a waiver from the appropriate academic chairperson.

Senior Citizens

Senior citizens (persons of 60 years of age and older) may enroll in undergraduate courses at LaGuardia Community College in a variety of ways.

Senior citizens may enroll and enter degree programs identical to any other student and may be eligible for financial aid. All fees apply to these degree seeking students.

Senior citizens may also enroll on a space available, audit basis without tuition charge and without credit at LaGuardia Community College. Individuals seeking this waiver must apply as a non-degree student and must submit proof of age and residency at the time of admission and specify that they wish to participate in the program to receive the CUNY senior citizen rate. They are charged a \$65.00 per term/session fee and a one-time \$15.00 university consolidated fee as well as any penalty fees that they may incur e.g., late registration payment, processing fees, library fines. Seniors are usually invited to register shortly before the start of the semester. A registration date will be sent upon receipt and review of the application.

How to Apply

There are two ways to file an application as a Freshman or Transfer applicant:

1. Apply online: www.laguardia.edu/Admissions
To guide you through the application process and to view additional information you can go to www.cuny.edu and click on Apply to CUNY
2. Visit and apply in-person during Direct Admission.
Please call (718) 482-7206.

To file an application as a **visiting/non-degree student**:

Apply online and learn what documents are required to process the application. Obtain information about immigration status, residency status and restrictions on registering for certain courses: www.laguardia.edu/Admissions

CUNY's Policy on the Submission of Fraudulent Documents in Support of an Application for Admissions.

An applicant for admission to any college of CUNY who submits, as part of an admission application, a document that is found to be fraudulent before an admission decision is made or before the applicant has enrolled shall be barred from enrolling in any college of CUNY for a period of five years. Please be sure to complete a transfer application if you have attended ANY institution after high school and be sure to list all institutions attended after high school (including those completed outside of the country) regardless if the education is related or not to your college major at LaGuardia. For more information on this CUNY policy refer to <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/policies/SubmissionOffFraudulentDocuments.pdf>

Students Who May Pose a Risk to the College

LaGuardia reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgment will be based on an individualized determination taking into account any information the College has about a student's criminal record and the particular circumstances of the College, including the presence of a child care center, a public school or public school students on the campus.

Immunization

The State of New York requires all students born on or after January 1, 1957 to present proof of immunity against measles, mumps, and rubella (MMR). Acceptable proof of immunization must include two doses of measles vaccine and one dose of mumps and rubella vaccine. All students, both degree and non-degree, who register for six or more tuition units must comply with this law. Additionally, all colleges are required to distribute information about meningococcal meningitis and vaccination to all students enrolled regardless of age. Students are required to submit a signed response form (Meningitis Response Form) to demonstrate receipt of meningococcal disease and vaccine information or a record of the immunization within the past 10 years.

Students who are not in compliance with all the immunization requirements will be excluded from classes and given an administrative withdrawal grade for all classes. Free measles, mumps and rubella immunization clinics through the Health Services Office are offered periodically throughout the year to accommodate the students' obligations. Further information is available from the Health Services Office, MB40, or contact the New York City Department of Health.

University Testing Policies and Procedures

As part of the admissions process at LaGuardia, students are required to demonstrate their competence in reading, writing and mathematics.

Please note the following:

For students entering the College in the spring of 2020 and beyond, CUNY will no longer be using the CUNY Assessment tests for reading, writing, or math. Student placement will be determined through alternative means being developed at the time of publication. Please see the CUNY or LaGuardia Admissions websites for updated information regarding this process for the spring of 2020.

In reading and writing, students can do this in the following ways:

1. Have earned a bachelor's degree from an accredited institution.
2. National tests: students who score 480 and above on the SAT verbal portion or 20 or above on the ACT verbal portion demonstrate competence in reading and writing.
3. New York State Regents examination in English: students who achieve a grade of 75 or better demonstrate competence in reading and writing.
4. CUNY Assessment Tests in reading and writing: students who do not achieve appropriate scores on the SAT, ACT or New York State Regents in English are scheduled to take the CUNY Assessment Tests.

The CUNY Assessment Tests in reading and writing include:

1. An untimed computer-based reading skills test.
2. A 90-minute writing sample in essay form.

In mathematics, students can meet the competency in the following ways:

1. Have earned a valid bachelor's degree from an accredited institution.
2. National tests: students who score 500 and above on the SAT or 21 or above on the Mathematics portion of the ACT demonstrate competence.
3. N.Y. State Regents:
 - Score of 70 or higher in Algebra I (Common Core) AND successful completion of the Algebra 2/Trigonometry or higher-level course.
 - Score of 80 or higher in either Integrated Algebra, Geometry or Algebra 2/Trigonometry AND successful completion of the Algebra 2/Trigonometry or higher-level course.
 - Score of 75 or higher in one of the following:
 - Math A or Math B
 - Sequential II or Sequential III

4. Take the untimed CUNY Assessment Math Test and meet the minimum score requirements for pre-algebra and algebra.

Students who do not demonstrate competence in these areas are placed in appropriate reading, writing, ESL or math classes based on the results of the CUNY Assessment Tests. At the end of the sequence of developmental courses in reading and writing, students are given an opportunity to take the tests again to demonstrate their competence. Students in developmental math courses will take a departmental exam. Students must pass all basic skills assessment exams or demonstrate competence in all areas in any of the above ways in order to be able to transfer to any of the CUNY senior colleges.

Students who hold a bachelor's degree are exempt from skills testing; however, bachelor degree holders who have been educated in a language other than English will be required to test in reading and writing only. Placement in remedial or development courses as a result of these tests will be considered part of the student's graduation requirements.

Effective October 1, 2008, transfer students with a 3 credit college level English course with a grade of 'C' or better from an accredited college or university are considered proficient in reading and writing. Transfer students with a 3 credit college-level math course with a grade of 'C' or better from an accredited college or university are considered proficient in math.

The College and the university will communicate to all students what, if any, tests are required for placement. All students must test, or provide appropriate documentation for exemption. Failure to do so will delay admission and registration for classes. Students may test only once prior to the semester in which they are accepted.

For additional resources and testing information, visit the CUNY Testing website at <http://www2.cuny.edu/academics/testing>.

Transfer Credits and Transcript Evaluation

Transfer students admitted to degree or certificate programs may transfer credits to LaGuardia earned at other accredited colleges or universities, either in the U.S. or the equivalent earned outside the U.S., for courses that are comparable to those offered at LaGuardia. Transfer credits are evaluated by the Transfer Services Credit Evaluators prior to the first semester of attendance in a degree program at LaGuardia. The maximum number of credits to be granted toward the degree is 30 and up to 50% of the credits required for the certificate being sought. Transfer or freshman status is determined at the time of application and cannot be changed after a student registers at LaGuardia.

What this means:

If you earned college credits somewhere else, you will need to have those credits evaluated before you register for classes at LaGuardia. If you are enrolling in a degree program, the maximum that you can transfer is 30 credits.

In general, for courses to be transferred, a grade of C or better must have been earned. Courses accepted for transfer credit are

not included as part of any student's grade-point average (GPA). By CUNY policy, courses passed for credit at any CUNY college are required to transfer for credit at any other CUNY college. Courses with a grade below C may transfer as elective credit depending on specific course or program requirements.

Courses that fill a Pathways general education category at any CUNY college (Required Common Core, Flexible Common Core, College Option, Gateway) will transfer and fill the same category at any other CUNY college.

Selective transfer credit policy:

All eligible courses will be evaluated as transfer credit. Up to 30 transfer credits may apply to the student's major. Students who have transferable credits in excess of 30 credits may exchange unused courses not currently being counted towards their degree for used credits, as they apply to their degree audit and graduation requirements. Students may not choose to deselect transfer-able courses that can be applied to their degree program without a transferable course to substitute. Effective as of May 30, 2018, this policy will apply to students applying for admission to the College for Spring 2019 and beyond.

What this means:

The College must use transfer credits that can be used towards your degree. If you have more than are allowed to be used in one degree, you may swap courses that meet the degree requirements, but students cannot simply choose to not use transferable, useable credits in order to repeat a course. Grades do not transfer, so transferred courses do not impact your LaGuardia GPA.

Transfer credits in sciences: Students who transfer science credit for sequential courses must transfer both parts to receive the science credit. This applies to the following science courses:

- SCB201/SCB202 – General Biology I & II
- SCB203/SCB204 – Human Anatomy & Physiology I & II
- SCC201 General Chemistry I
- SCC202 General Chemistry II
- SCP231 General Physics I
- SCP232 General Physics II

What this means:

The science courses noted will only transfer if you took both halves of each course sequence, and for Allied Health programs, will only transfer with a grade of C or better.

Students are cautioned that they must make satisfactory academic progress as a condition of financial aid. Repeated courses do not count in cumulative totals of credits completed to meet financial aid requirements. Students admitted into pre-clinical phase of Nursing, Occupational Therapy Assistant Program, Physical Therapist

Assistant, Practical Nursing, Radiologic Technology or Veterinary Technology programs will be awarded credit for transferable courses with earned grades of C or better from any accredited college.

Transfer credits for "clinical" programs: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Veterinary Technology, Radiologic Technology, and LPN clinical phase courses will not be awarded. Beginning in Spring 2014, anatomy courses re-quired for clinical programs (SCB 203, SCB 204,) will

be accepted for only 7 (seven) years from their completion date. Microbiology and Chemistry courses (SCB260, SCC110) will be accepted for only 10 (ten) years from their completion date. Any student who enters the major Undeclared Health or the LPN will be subject to these science course requirements. These departments follow the general transfer policies in all other ways. Due to external accreditation requirements, program modification may occur and are reflected in the programmatic website and handbook.

What this means:

You cannot transfer in credits for courses in the clinical phase.

Note: While no grades transfer towards the LaGuardia GPA from prior institutions, it is important to note that Allied Health programs will evaluate grades awarded at prior institutions as part of the clinical admission process, as per their program handbooks.

What this means:

If you have already placed out of remedial coursework by completing it at another college, or have taken college-level mathematics and/or a college-level English composition course, then you will not have to take the CUNY Assessment Tests.

Transfer credits in remediation:

Transfer credit will not be granted for any remedial, developmental-level, or ESL courses previously taken at another college. Students who are transferring into LaGuardia who have placed out of the remedial level or who otherwise would have been allowed to begin non-remedial coursework

at their previous CUNY institution, whether by placement at admission, by CUNY skills assessment results, or by successful completion of a college-level mathematics and/or a college-level English composition course, are exempt from the relevant skills assessment. Students who have not previously placed out of that level are required to take the skills assessment. See the Test Policy section to determine if you meet any of the requirements for Exemption.

Transfer credits in English:

Transfer credits may be awarded for college-level English courses taken at post-secondary institutions in the U.S. and English-speaking countries. English credits are not awarded for a college-level English course taken at post-secondary institutions in countries where English is not the primary language, unless the primary language of instruction is in English.

What this means:

English credits completed at colleges where English is the primary language of instruction can be transferred to LaGuardia if you pass or are exempted from the CUNY Assessment Test in Writing.

Transfer credits in foreign languages:

Students who have taken a foreign language course at another institution without the second course in that sequence, must complete that second course before transfer credit will be awarded. Students who are transferring in who wish to use a single language course towards Pathways may receive credit but will not meet foreign language requirements for majors that require language courses.

What this means:

Most students will be able to transfer a single foreign language course, as most programs do not have a language requirement.

Transfer credits in mathematics: Transfer credit will be awarded for college level, credit-bearing mathematics courses as appropriate to the degree being sought. Students who have completed a college-level math course are not required to take the CUNY skills assessment test.

Note: Students who have a college-level math course will still be held for prerequisite verification and possible assessment if the transferred course is not equivalent to the necessary prerequisite. For example, a student with a transferred Statistics course, but no algebra course, will still need to take MAT 115, or test out of it on the assessment test, in order to advance to MAT 200.

Transfer and the First Year Seminar: Transfer credit will not be awarded for another school's orientation or similar course.

If you have any questions about your transfer credit evaluation, please visit room C102 or call (718) 482-6103.

STANDARDIZED EXAMINATIONS

The College offers a variety of ways to obtain credits through standardized examinations.

The College Board: LaGuardia is a member institution of the College Entrance Examination Board, participating in both the Advanced Placement and CLEP programs.

Advanced Placement: Students presenting scores of 3 or above will receive appropriate credit. To be awarded credit, you must send an official score report to LaGuardia Community College, Office of Admissions.

College Level Examination Program: Credit is granted at the discretion of individual academic departments in conjunction with the Transfer Credit Office. Check with the Transfer Credit Office, C102, or call (718) 482-6103 prior to registering for an exam for more information or to obtain a brochure. To be awarded credit, you must be matriculated, earn a score deemed passing by the American Council on Education, and have an official score report sent to LaGuardia Community College (code 2246).

Evaluation of Noncollegiate Educational Programs (pre-evaluated training, credentials, certificates, and licenses): Credit may be granted for formal courses and educational programs sponsored by non-collegiate organizations such as work related courses and formal military training recognized by the **National Program on Noncollegiate Sponsored Instruction (PONSI)** now called **National College Credit Recommendation Service (National CCRS)**. For details on what is available, you can visit www.nationalccrs.org/.

EXEMPTION CREDIT

Exemption credit from any credit-bearing course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the faculty of the appropriate academic department and must be approved by the chairperson. Exemption credit may not include credit for prior coursework, which falls under transfer credit. Exemption credit must be earned at LaGuardia, either through examination, project, or portfolio review.

What this means: Transfer vs. Exemption vs. Waiver

Transfer Credit is credit earned outside of LaGuardia, either as a course at another school, or through a test like the AP exam. Exemption Credit is credit earned at LaGuardia for knowledge or skill that can be assessed by a department in place of taking the course. A Waiver allows you to skip a requirement, but does not award credit.

For example: I took English 101 at another college - I can receive transfer credit for that course towards ENG 101, allowing me to register for ENG 102.

I have a lot of writing experience, and think that I have mastered requirements of ENG 101. The department chair allows me to take an exam to show that, and based on that assessment here at LaGuardia, awards me Exemption Credit for ENG 101, so again, I get credit, and can move forward to ENG 102.

The maximum number of exemption credits that can be counted towards LaGuardia's 30-credit residency requirement for a degree is 10. A maximum of 6 exemption credits may be applied toward the residency requirement for a certificate.

Note: Exemption credits are only awarded to degree students.

WAIVER OF COURSES OR DEGREE REQUIREMENTS

Courses or degree requirements may be waived in such cases that the department chair and/or designee determine that the student has met the intention of a requirement through other means. This does not count for credit towards the degree, so the student must make up the credits waived through either additional coursework or transfer credit.

What this means: Transfer and Exemption Credit Maximums

You must complete at least 50% of your degree at LaGuardia; this is called your Residency Requirement. The other 50% of your degree can be transfer credit from prior institutions, exams, etc. Exemption Credits are earned at LaGuardia, so they can be included in either half of the degree, but only but only count for up to 10 credits of the LaGuardia residency portion of the degree. For example, in a 60-credit associate degree, if you transfer 30 credits from another school, you have room for 10 Exemption Credits. If you have 20 transfer credits, for example, you could use as many as 20 Exemption Credits.

Waiver

ADVANCED STANDING THROUGH PRIOR LEARNING ASSESSMENT

LaGuardia offers many opportunities for students to obtain academic credit for courses, credentials and life experience. Students may earn up to 30 credits toward their LaGuardia degree.

Special Learning Opportunities

LaGuardia offers a number of special learning opportunities to students prior to starting college, during their college careers as well as during the summer.

PRIOR TO COLLEGE

New Student Orientation: My First Day

College life is an ongoing process of learning and adapting. Get the tools you'll need to not just survive—but thrive—at LaGuardia's orientation for new students. This is a day on campus you do not want to miss!

New students will attend the Academic Expo where they will be introduced to faculty and staff from various academic and student service departments to begin their on-campus network. Students will also have the opportunity to learn more about the transition into college life and helpful resources from upper classmen, as well as engage in some social activities.

University Skills Immersion Program (USIP)

The University Skills Immersion Program (USIP) provides a variety of programs and support services for new and first-year continuing students during their first-year experience. All courses, instructional materials, and services are offered to eligible students at no tuition cost.

To learn more, or for current contact information, please see the website at: www.laguardia.edu/Academics/First-Year-Institute

DURING COLLEGE

Accelerated Study in Associate Program

The Accelerated Study in Associate Program (ASAP) began in the fall of 2007 and is sponsored by the Mayor's Office of New York City. The goal of ASAP is to graduate 50% of its students within two to three years by offering academic and financial support.

All ASAP students must be New York City residents, enroll full-time (12 credits in session I and 3 credits in Session II minimum) in an ASAP-approved major, maintain a minimum of a 2.0 GPA, have completed the FAFSA application and have no more than two developmental course needs and participate in ASAP blocked course scheduling. Continuing and transfer students must meet the program eligibility criteria and have no more than 15 credits at the start of the program.

ASAP students meet in one-on-one appointments with their personal Academic Advisor to receive academic and programmatic advisement, as well as referrals to resources on campus. The ASAP Career Employment Specialist assists students by providing career counseling, workshops, resume building and interview preparation.

ASAP sponsors co-curricular, social enrichment activities, tutoring and academic enrichment workshops throughout the year to promote academic development and the success of its students.

Learn more: www.laguardia.edu/asap

College Discovery (CD) Program

Room B235 (718) 482-5270

Website: www.laguardia.edu/cd/

Email: college_discovery@lagcc.cuny.edu

The College Discovery Program, available at CUNY's community colleges, provides eligible students with concentrated and specialized counseling, remedial instruction, tutorial services and financial aid stipends for educational expenses. CD Students who complete a degree are eligible to continue the same benefits in SEEK, EOP, HEOP programs in CUNY, SUNY and private four year colleges as well as in graduate schools in SUNY upon a completion of a Bachelor's degree.

In accordance with the state education law and CUNY policies, students are eligible for admission to the College Discovery Program if they meet the following criteria:

- ▶ Are economically disadvantaged
- ▶ Graduated from an approved high school or attained a New York State high school equivalency diploma (GED) or its equivalent
- ▶ Did not previously attend a college or university, and
- ▶ Resided in New York City for at least one year prior to the first day of classes

Program services include a special new student orientation session, a New Student Seminar section devoted specifically to CD students, individualized counseling as well as specialized CD counseling groups, workshops and tutorials.

Note: Applicants for the College Discovery Program will only be considered if they complete the College Discovery portion of the City University Undergraduate Freshman Application at the time they make initial application to the University.

College Discovery economic eligibility is determined by completing financial aid forms: the Free Application for Federal Student Aid (FAFSA) and a NYS TAP application by the established deadline.

CUNY EDGE

Room: MB13 Phone: (718) 482-5479

Website: www.laguardia.edu/Academics/CUNY-EDGE

CUNY EDGE, formerly known as the COPE Program, has expanded its student services to provide new benefits and support. CUNY EDGE's mission is to help CUNY students achieve academic excellence, graduate on time, and find employment.

CUNY EDGE provides academic, personal and career planning support; encourages full-time enrollment in courses each semester and enrollment in intersession classes, as needed, so that students complete their degree in a timely manner.

Tools and procedures are incorporated to help students remain compliant with all HRA rules and regulations. HRA school letters are completed at least once a semester during the academic year.

CUNY EDGE is a partnership between the New York City Human Resources Administration (HRA) and the University. In order to qualify for CUNY EDGE, you must be a matriculated

CUNY undergraduate student who receives cash assistance from HRA. Contact the CUNY EDGE office in room MB13 or by calling (718) 482-5479.

Honors Program

M201B (718) 482-5225; x5922; x5658;
<http://www.laguardia.edu/honorsemail>;
honorsprog@lagcc.cuny.edu; kkoh@lagcc.cuny.edu

LaGuardia Community College's growing Honors Program is designed to provide a rigorous and rich academic experience for talented, intellectually curious, motivated, and ambitious students. One of the fundamental goals of the Honors Program is to prepare students to be successful graduates and transfer students.

Honors courses are smaller in size, and emphasize critical thinking, intensive analytical writing, speaking and research skills, including the use of primary source material and information literacy. These classes give students the tools to be successful in four-year colleges. Honors students also receive mentoring and advisement from Honors faculty.

The Program also provides students with leadership and research opportunities through its inclusive, student-driven collective, the Honors Student Advisory Committee (HSAC).

Students with at least 12 completed credits and a minimum GPA of 3.2 are eligible to register for Honors courses. There are two ways to participate in the Program:

1. Enroll in an Honors course and get an "Honors course designation" on your transcript after completing the course and a "Certificate of Completion" at the annual Honors Ceremony.
2. Participate in the Honors Program Concentration. If you are a Liberal Arts (AA or AS) or Business (AS or AAS) student, you may take fuller advantage of the Program by completing 7 Honors courses (20-22 credits) to receive an Honors concentration transcript notation.

ADDITIONAL OPPORTUNITIES

The Vassar College "Exploring Transfer" Program

This is a five-week summer program designed to give qualified LaGuardia students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team-taught by LaGuardia and Vassar faculty, earning six academic credits. In addition, special transfer counseling is provided, as well as social and recreational activities. All expenses are paid for students. Since 1985 over 225 LaGuardia students have benefited from this award-winning program, going on to continue their education at outstanding colleges such as Vassar, Columbia, Yale, Middlebury, New York University, Clark and Smith.

CUNY BA/BS Program

Established in 1971, the CUNY Baccalaureate Program (CUNY BA/BS) is the only University-wide alternate degree program that allows students, working with faculty mentors, to design a program of study tailored to their unique individual academic interests and goals. Students may take courses at any of CUNY's

17 colleges and at The Graduate School. The program is administered by The City University of New York Graduate Center.

The CUNY BA/BS Program accepts up to 60 transfer credits earned at a community college toward the 120 credits needed for the degree. Qualified LaGuardia students can be in the CUNY BA/BS Program at the same time that they are taking courses at LaGuardia toward their associate's degree. To be eligible for admission to the program students need 15 college credits and a GPA of at least 2.50. For further information contact the CUNY BA/BS Program at (212) 817-8239.

Tuition and Fees

THE COST OF EDUCATION

Cost is an important consideration for most students when they are deciding which educational program is best suited to their goals and aspirations.

The following information will help students calculate the cost of attending LaGuardia Community College. By performing some basic calculations, students can develop their own "student budget."

Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs incurred by virtue of attendance, such as for transportation and lunch. In addition, all students have costs related to recreation and personal expenses.

DEVELOPING A BUDGET

Students who depend on some other person to provide a substantial portion of their support are generally defined as dependent students. For these students, the costs, defined below, represent the total out-of-pocket costs that result from college attendance.

For self-supporting students, who do not depend upon some other person for support, the out-of-pocket costs must be considered in addition to the regular cost of living, which students incur as a result of being dependent upon their own resources. A general description of these living costs is described below.

TYPICAL EXPENSES

The following is an estimated cost of education-related expenses students are likely to incur for a 12-month period. It is possible that during students' internship semester, their salary may cover some expenses. Most students receive some form of financial assistance to help meet these expenses.

Dependent and Certain Independent Students

Dependent students, those who receive assistance from family or other sources, can expect to pay \$5,217 in annual tuition and fees. In addition, the following costs are estimated for the academic year: books and supplies \$1,516, transportation \$1,280, personal and lunch items \$1,997, and room and board \$6,394.

Independent Students

Independent students and dependent students living away from home for 12 months during the academic year can expect the following expenses in addition to \$5,217 tuition and fees: books and supplies \$1,516, transportation \$1,280, personal and lunch items \$2,652 and room and board \$17,308.

Tuition

All fees and tuition charges listed in the College catalog and in any registration material issued by the College are subject to change by action of the university's Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as partial payments and notification will be given of the additional amount due and the time and method of payment. Tuition is the sum of monies per term or semester which is required to be paid or satisfied prior to the first day of classes in order for a student to be considered enrolled. Students who do not settle their tuition bill by the established College due date may have their registration canceled the day after the due date. If you register during Late Registration, you must pay any amount due upon receipt of your registration bill, including a \$25 late registration fee. If payment is not made immediately, a \$15 late payment fee will be assessed.

In the event of an overpayment, the appropriate amount will be refunded.

NOTICE: If you do not make full payment on your tuition and fees and other college bill(s) and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amount(s) you owe the college.

In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

TUITION PER SEMESTER

Students must pay their tuition and fees or settle their accounts by the scheduled due date. Students' financial aid may be used to cover all or part of the total amount due. Students may join a monthly payment plan to settle their bill.

QUALIFICATION FOR IN-STATE TUITION

Undocumented students may benefit from a 2001 New York State law that expanded the definition of who can qualify for resident tuition while attending a CUNY college. The law allows students, including undocumented students, to pay resident tuition if they:

- Were enrolled in CUNY for the Fall 2001 semester, and qualified for in-state tuition at that time; or
- Attended a New York State high school for two or more years, graduated, and applied to attend a CUNY institution within five years of receiving a New York State diploma; or
- Attended an approved New York State program for the GED exam preparation, received a Graduate Equivalency Diploma (GED) from New York State, and applied to attend a CUNY institution within five years of receiving the New York State GED.

Individuals qualifying based on the 2001 state law are eligible for in-state tuition even if they have not resided in New York State for one year. To take advantage of the resident tuition rate, undocumented immigrants must file a notarized affidavit (Affidavit of Intent) stating that they have applied to legalize their status, OR that they will apply to do so as soon as they are eligible. A copy of this form can be obtained through the Office of Admissions Services.

New students should submit the affidavit to the Office of Admissions Services located in C102. Students who choose to file the form after enrolling can obtain and submit the affidavit to C107.

All documents, including Affidavits must be filed prior to the last day of the semester. Petitions filed after this date will be considered for the following semester.

New York City Resident and New York State Residents

with a valid certificate of residence from the county that you reside in:

Full-time matriculated students (12-18 units)	\$2,400.00/semester
Part-time matriculated students (fewer than 12 units)	\$210.00/unit
Non-degree students	\$265.00/unit

Non-New York City Residents, international (F-1 visa) students or undocumented students who are ineligible for residency tuition rates:

Full-time and part-time matriculated students	\$320.00/unit
Non-degree students	\$420.00/unit

Subject to change by the action of the CUNY Board of Trustees

CUNY BA/BS Program Students

Tuition and student activities fees for all students in the CUNY Baccalaureate Program are billed for and collected by the Bursar at their home college. Students are billed according to the fee schedule in effect at their home college.

Permit Students

All tuition and student activities fees are payable to the "home" college in accordance with its fee schedule. No additional payment of tuition or fees is required at the host college where the course is taken.

Tuition Waivers

Staff members of City University, including professional staff, instructional staff, and Gittleson employees (with six months of employment prior to the first day of classes), are permitted to enroll in undergraduate courses on a space-available basis, tuition-free.

Tuition Payment Plan Option:

This monthly payment plan offers you the opportunity to spread out your payments, interest free, over 6 monthly installments. LAGCC students are eligible to enroll for an interest free monthly plan for tuition and fees for an enrollment fee of \$40 per semester for eCheck payments or \$75 per semester if paying by American Express, Visa, Discover, or MasterCard. To enroll, log into CUNYfirst Self-Service and go to your student Center. Go to Finances and select Enroll/Manage Your Payment Plan.

TAP

Students who have paid their full tuition prior to receiving award notification from the Tuition Assistance Program (TAP) are entitled, if in full attendance at the College, to a refund in the amount of the TAP award notification.

A refund check will be mailed to the address on file in CUNYfirst. Please make sure your records are up-to-date on your CUNYfirst account.

TUITION REFUNDS

All tuition refunds are calculated according to the date that the student drops a course or courses. Non-instructional fees are non-refundable, except when courses are cancelled by the College, a student's registration is cancelled by the College, or the student enters military, Peace Corps or VISTA service (Please refer to section on Military, Peace Corps and VISTA Refunds).

Students who drop courses from their record during the change of program period are entitled to a refund according to the following schedule:

Fall and Spring 12-Week Session-I

100%	Before the first day of classes.
75%	Within six calendar days from the scheduled session start date.
50%	Between the 7th and 12th calendar days from the scheduled session start date.
25%	Between the 13th and 17th calendar days from the scheduled session start date.
None	Beyond the 17th calendar day from the scheduled session start date.

Fall and Spring 6-Week Session-II

100%	Before the first day of classes.
50%	Within five calendar days from the scheduled session start date.
25%	Between the 6th and 9th calendar days from the scheduled session start date.
None	Beyond the 9th calendar day from the scheduled session start date.

In cases of medical leaves of absence, the refund is calculated according to the last day of attendance.

Military, Peace Corps and VISTA Refunds

The following guidelines govern all applications for refunds for students withdrawing from the College for service in the military, Peace Corps or VISTA. Please visit the Bursar's Office in room C110 for assistance.

Military service must be documented with a copy of induction orders or military orders. Service in the Peace Corps or VISTA must be documented with appropriate letters or other evidence.

No refund will be made for any course in which a student has been assigned a grade, regardless of whether the grade is passing or failing.

If a student has enlisted in the armed services, the Peace Corps or VISTA, does not attend classes for a sufficient time to qualify for a grade, but continues in attendance within two weeks of induction, refund of tuition and fees, except for the application fee, will be made as follows:

Withdrawals before the fifth calendar week after scheduled opening of session, 100% refund; withdrawals thereafter, 50% refund.

Other Refunds

All other non-tuition refunds to which a student may be entitled will be processed in a timely manner.

Withdrawals and the Complete Return of Title IV funds

During the first 60% of the term, students earn Title IV funds in proportion to the time they are enrolled. If a student receives more aid than he/she earned, the unearned portion must be returned to the Department of Education. If a student receives less aid than the amount earned, he/she may be eligible for a late disbursement.

The portion of aid the student is entitled to receive is based on a percentage obtained by comparing the total number of days in the semester to the number of days completed by the latest withdrawal. For example, if you complete 20% of the semester, you have earned 20% of your Title IV aid. If you received 100% of your Title IV aid, you would have to return the unearned portion.

Students who remain enrolled beyond the 60% point of the term are considered to have earned all their aid and do not have to return any Title IV funds.

Fees

STUDENT FEES

Each student must pay student fees according to the schedule outlined below. Student fees are paid each semester and are not refundable.

Full-time Students (12 or more equated credits)

Student Activity Fee: \$67
Consolidated Services Fee: \$15
University Senate Fee: \$1.45
Technology Fee: \$125

Part-time Students (less than 12 equated credits)

Student Activity Fee: \$26
Consolidated Services Fee: \$15
University Senate Fee: \$1.45
Technology Fee: \$62.50

Senior citizens (60 or older)

Consolidated Fee: \$15
Administrative Fee (per session): \$65

Non-instructional Fees

Freshman Application: \$65
Transfer Application: \$70
New non-degree application: \$65
Late Registration: \$25
Late Payment Fee: \$15
Program Change: \$18
Transcript: \$7 (*transcript sent free to CUNY; cash or money order for all others.*)
Readmission: \$20
Reinstatement: \$20
Penalty Fee for issuance of bad check: \$20
Duplicate Diploma: \$15
Duplicate ID: \$10
Duplicate Bursar's Receipt: Copy of Schedule: \$5
Locker per year: \$1

Special Examination

First examination: \$15
Each additional examination: \$5
Maximum each session: \$25

Reserve Materials

\$0.10 per minute, twenty-four hours per day (to maximum of \$100.00)

Lost or Damaged Materials

Overdue fines, accumulated to the date reported, and replacement costs of the materials, plus a \$5 processing charge.

CHANGE OF PROGRAM AND WITHDRAWAL REGULATIONS

A fee of \$18 will be charged each time a program change is made during the Late Registration period. The \$18 charge will cover one or more changes made at the same time as follows:

1. Addition of a course or courses
2. Changing from one course to another
3. Changing from one section of a course to another section of the same course

Waiver of Change of Program Fee

No Change of Program Fee will be charged if any one of the following conditions is met:

1. The College cancels or withdraws a course, whether or not the student substitutes another course
2. The College changes the hours of the course or makes other substantive changes that provide the student with justification for a change
3. The College requests that the student transfer from one section to another section of the same course or
4. The College cancels the registration of the student for academic, disciplinary or other reasons

Financial Aid

We make every effort to help students finance their LaGuardia education. Student Financial Services is located in C107 and is staffed by professional advisors and specialists who assist students in securing financial aid. What follows are descriptions of state and federal programs that are available to eligible students. All students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov. If you need assistance with completing your application, please visit the Resource Center located in C109. If there is a question about eligibility for one of these programs, the student or prospective student should see a financial aid advisor.

Federal Financial Aid Programs

Students may enroll full-time in the twelve week session or have the option to take a combination of courses in both the twelve week and six week session. Students must register up front for the second session at the same time they register for courses in the twelve week session for financial aid. Financial aid eligibility is determined by the Financial Aid Certification Day. Please refer to the college's Academic Calendar.

Federal Pell Grants

Application Procedures: The completed FAFSA application takes at least 72 hours to process (Once the application is processed an email will be sent to you). The amount of the applicant's award is determined from the 2019-2020 Student Aid Report (SAR) by the Department of Education. Upon enrollment, funds are applied to the student's tuition account.

Selection of Recipients and Allocation of Awards: The Federal Pell Grant is an entitlement program. Eligibility and award amounts are based on financial need and academic progress. The applicant must demonstrate financial need and must attend classes.

Financial need is determined by a formula applied to all applicants annually by Congress. The Expected Family Contribution (EFC) is calculated by this formula. You can find the Expected Family Contribution Pell Chart online at: <https://ifap.ed.gov/efcformula/guide/attachments/1920EFCFormulaGuide.pdf>

Award Schedule: 2019-2020 awards range from \$328.50 to \$3,097.50 per semester. The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The Federal Pell award does not duplicate state awards.

Rights and Responsibilities of Recipients: Students must continue to make satisfactory academic progress in the degree program in which they are enrolled. Students must not owe any refunds on Federal Pell grants or other awards paid, or be in default on repayment of any Federal student loans.

The schedule of award payments is available on the college's website at www.lagcc.cuny.edu/financialaid (Disbursement Dates), and also in Student Financial Services (C107).

Students must attempt 24 credits during the academic year in order to earn the full Federal Pell award, or take qualifying remedial courses which equal 12 or more units. Therefore, enrollment status for Federal Pell is as follows: full-time, 12 credits (or equivalent); 3/4 time, 9 through 11.5 credits (or equivalent); 1/2 time, 6 through 8.5 credits (or equivalent); and less than half time, 1.0 through 5.5 credits (or equivalent).

ADDITIONAL REQUIREMENTS

Additional Regulations: For Federal Pell awards, students not yet 24 years old by January 1st must prove their independence if they claim to be independent of their parents. They must also have unusual circumstances, which must be documented. Students are reminded that attendance is a requirement for receiving financial aid. Failure to attend classes may result in a reduction or loss of financial aid. If students charge tuition and/or books and do not attend classes, they are still liable for the costs and will be billed accordingly.

Permanent residents who have not had their status confirmed by Homeland Security must submit a copy of their permanent resident card. Students who have an I-94, with the following endorsements, are no longer eligible for Federal Pell, Federal Work-Study, FSEOG or Federal Perkins: a) Adjusted Applicant, b) 245, c) 245 Applicant, d) Applicant for Permanent Residence, e) Voluntary Departure, and f) Deferred Action.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Selection of Recipients and Allocation of Awards

The applicants must:

- 1) Have exceptional financial need and
- 2) Be enrolled at least half-time.

Award Schedule: Awards can range from \$100 to \$400 per year in 2019-2020.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress, and meet all the requirements for the Pell Grant.

Federal Work-Study Program (FWS)

Selection for Recipients and Allocation of Awards: The student must file a 2019-2020 FAFSA application and indicate interest in participating in the Federal Work-Study Program. The applicant must be enrolled at least half-time.

Employment is available to all eligible students on and off-campus who are awarded Federal Work-Study. In the event that more students are eligible for FWS than there are funds available, preference is given to students who have greater financial need. Students must complete the online Federal Work-Study orientation with the Student Financial Services Office before they receive a packet/contract to work.

Award Schedule: Students are provided with resources to find jobs on campus or off-campus, with public or private nonprofit agencies, such as hospitals, for up to 20 hours a week, based on the availability of funds.

Factors considered by the Office of Student Financial Services in determining whether, and for how many hours, the recipient may work under this program are: financial need, class schedule, and academic progress.

Hourly rates for the 2019-2020 award year starts at \$15 per hour and vary depending on the position.

Rights and Responsibilities of Recipients: Satisfactory academic progress must be maintained, and all the requirements for the Pell Grant must be met.

Federal Direct Loan Program

Application Procedures: The Direct Loan Processing Form application is made through CUNYfirst student services center. You must have a valid 2019-20 FAFSA on file. You will also need to complete a Loan Entrance Counseling and a Master Promissory Note (MPN) online at www.studentloans.gov.

Eligibility Requirements: To be eligible for a Federal Direct Loan, a student must be: 1) a U.S. citizen or permanent resident alien; 2) enrolled in or admitted as a matriculated (at least half-time) student; 3) that the student is not in default, does not owe an overpayment on a Department of Education grant or loan, and has not exceed the annual or aggregate loan limits.

Students may be eligible for a full interest subsidy on a Direct Subsidized student loan during the time he/she is in school at least half-time, and shows financial need. Students have a six month grace-period before repayment must begin. The student is responsible for paying the interest on a Direct Unsubsidized student loan during all periods.

The annual loan limits are:

Dependent students:

- \$3,500 combined Direct Subsidized and/or Direct Unsubsidized plus \$2,000 additional Direct Unsubsidized for dependent students who have earned less than 30 credits.
- \$4,500 combined Direct Subsidized and /or Direct Unsubsidized plus \$2,000 additional Direct Unsubsidized for dependent student who have earned 30 credits or more.

Independent Students

- \$3,500 combined Direct Subsidized and/or Direct Unsubsidized plus \$6,000 additional Direct Unsubsidized for independent students who have earned less than 30 credits.
- \$4,500 combined Direct Subsidized and /or Direct Unsubsidized plus \$6,000 additional Direct Unsubsidized for independent student who have earned 30 credits or more.

Rights and Responsibilities for Recipients: Students may borrow at a relatively low fixed interest rate of 5.05% for 2019-2020 academic year. The interest rate changes every July 1st. An "origination fee" of 1.062% of the loan amount is subtracted.

There is no repayment as long as the student remains enrolled at least half-time, which is defined as taking a minimum of six credits per semester.

Students will have a six-month grace period before payments are required to begin. During this period, they will receive repayment information from the loan servicer, and will be notified of their first monthly payment. After a student depletes the grace period of his/her prior loans, a student has a 60 day window before starting the repayment on loans. Any new received loans will have 6 month grace period. The following regulations apply:

- 1) Depending on the amount of the loan, the minimum monthly payment may be at least \$50.00. Under unusual and extenuating circumstances the loan servicer, on request, may permit reduced payments by awarding a deferment or forbearance.
- 2) The repayment period varies and is dependent upon the repayment plan chosen. For example, the Standard Repayment Plan has a maximum period of 10 years, and the Income Contingent Payment Plan has a maximum period of 25 years.
- 3) Repayment in whole or part may be made at any time without penalty.

Direct Plus Loan for Undergraduate Students (PLUS)

The PLUS loan enables either biological or adoptive parents of dependent undergraduate students to borrow up to the cost of education. Costs that may be covered include: tuition and fees, room and board, books, transportation, and an allowance for personal expenses. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. Fixed interest rates for 2019-2020 are

currently 7.6% and change every July 1st. An "origination fee" of 4.238% of the loan amount is subtracted.

Application is made by visiting the Student Financial Services office in room C-107. The student must have a 2019-20 FAFSA on file. Parent is subject to a credit check by the U.S. Department of Education and may be required to complete the PLUS Counseling online at www.studentloans.gov.

Repayment of the loan begins once the loans are fully disbursed. Borrowers have 10 years to repay.

Foundation Scholarships

The LaGuardia Community College Foundation provides scholarships ranging from \$500 to \$4,500 to students based on financial need, academic performance, community service, and extracurricular activities. Scholarship applications are accepted on a rolling basis, so students needing financial assistance are encouraged to apply. To apply for a Foundation scholarship visit, www.laguardia.edu/Scholarships/.

Satisfactory Academic Progress (SAP) Requirements for Federal Aid (Title IV)*

Federal regulations stipulate that a student at LaGuardia Community College may remain eligible to receive Title IV assistance upon:

Minimum GPA - achieve at least a "C" average, or its equivalent according to the College's retention policy, and by accumulating credits toward the degree.

Pace of Progression - A student's earned credits are equal to or greater than two-thirds of the credits the student has attempted at the institution.

Maximum Time Frame - The credits a student has attempted are not more than 150% of the credits normally required for completion of the degree.

SAP Appeals - Students not meeting the above criteria may request a Financial Aid Satisfactory Academic Progress Appeal through the Financial Aid SAP Committee.

An appeal must be based upon mitigating circumstances resulting from events such as personal illness or injury, illness or death of a family member, loss of employment, or changes in the academic program. The student's appeal must include: a) the reasons why the student failed to make SAP and b) what has changed in his or her situation that will allow the student to demonstrate SAP at the next evaluation. The appeal may be granted if the school:

- Determines that the student will be able to meet the appropriate SAP standard by the end of the next payment period (semester); OR

- Develops an academic plan for the student that, if followed, will ensure that the student will either be able to meet the appropriate SAP standard by a specific point in time or achieve completion of his or her academic program.

The decision of the Appeal Committee is final.

Remedial courses (Special Value):

Since remedial courses and the remedial component of developmental and compensatory courses do not carry degree credit, the non-credit component of these courses is **not included** in the total cumulative attempted credits or accumulated credits for determining pace of progression. There is a limit for these courses: Title IV programs will not pay for any additional “special value” courses. For example, if you register for Basic Writing 099 and Math 095, those two courses count for a total of 10.0 “special value” tuition units.

If those units are used in calculating your Title IV award for the semester, you will have 20.0 “special value” tuition units remaining in your account. If, however, you register for other, “non-special value” courses, which make you full-time without using the “special value” tuition units, you would still have 30 “special value” tuition units in your account.

Once you have used up your 30 “special value” tuition units, you can only receive Title IV money for “non-special value” courses. Any future awards will be based on the credit values of regular credit courses only. It is therefore to your advantage to try to take “special value” courses along with regular courses, if you have met the prerequisites.

Although ESL courses are listed as “special value” courses, those courses do not count toward the Title IV maximum.

State Financial Aid Programs

CUNY students applying for the following programs must complete the TAP/APTS application as well. Applicants will be directed to the TAP website after they have filed a FAFSA online.

Tuition Assistance Program

Application Procedures: Applicants must complete the TAP application.

The Higher Education Services Corporation (NYSHESC) determines the applicant’s eligibility and notifies the applicant directly of their eligibility.

Selection of Recipients and Allocation of Awards: The Tuition Assistance Program is an entitlement program based on financial need.

The applicant must:

1. Be a United States citizen or eligible non-citizen
2. Be a legal resident of New York State
3. Study full time (at least 12 credits per semester) at an approved postsecondary institution in New York State
4. Have graduated from a U.S. high school, or have a GED, or have passed a federally-approved exam Ability-to-Benefit (ATB)
5. Be matriculated in an approved program of study and be in good academic standing

6. Be charged at least \$200 tuition per year
7. Not be in default on a student loan guaranteed by HESC and not be in default on any repayment of state awards
8. Meet income eligibility limitations
 - If dependent, have a NYS net income below \$80,000
 - If independent, have a NYS net income below \$10,000

The current definition of independent status is as follows:

1. Thirty-five years or older on June 30, 2019; or
2. Twenty-two years or older on June 30, 2019 and not
 - a) a resident in any house, apartment, or building owned or leased by parents for more than 2 consecutive weeks in calendar years 2016, 2017 or 2018.
 - b) claimed as a dependent by parents on their federal or state income tax returns for 2016 and 2017.
3. Under 22 years of age on June 30, 2019, and meeting all other requirements of (2) above, and able to meet at least one of the following requirements:
 - a) Both parents deceased, disabled or incompetent
 - b) Receiving public assistance other than Aid as a Dependent Child (ADC) or food stamps
 - c) Ward of a court
 - d) Married on or before December 31, 2018

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs may receive awards for more than a total of eight years of undergraduate and graduate study. For LaGuardia, a two-year associate degree college, you may only receive up to six tap payments.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income. The income measure is the family’s (or independent student’s) New York State net taxable income, and (for dependent students) support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full time in post-secondary study.

Academic Requirements for State Aid

When NYSHEC notifies you of the TAP award, this is an estimate award that will be applied to your tuition at registration. Each semester the TAP Certifying Officer reviews your academic record to determine if you are eligible to receive the TAP award based on rules and regulations established by the State Education Department.

In order to maintain eligibility for state aid, students must be:

- registered as full-time.
- registered for courses required for their major.
- making satisfactory academic progress and program pursuit. In each semester, if they wish to receive an award, they must meet the following standards in the semester prior to the current payment:

- ▮ academic progress: successfully pass a specified number of credits and
- ▮ achieve a specified cumulative grade point average (see chart below).

PAYMENT #	First Payment in 2006-07 through & including 2009-10 and for students who meet the definition of "Remedial Student" in 2010-11 and thereafter		First Payment in 2010-11 and thereafter for Non-Remedial Students	
	CUMULATIVE CREDITS EARNED	CUMULATIVE GPA	CUMULATIVE CREDITS EARNED	CUMULATIVE GPA
1	0	0	0	0
2	3	0.5	6	1.3
3	9	0.75	15	1.5
4	18	1.3	27	1.8
5	30	2.0	39	2.0
6	45	2.0	51	2.0

- ▮ Pursuit of Program: Students must have completed a certain minimum number of credits or equated credits. See chart below:

To be eligible for Payment #	A student must have completed this number of credits in the prior term:
1	0
2	6
3	6
4	9
5	9
6	12

“Remedial student” is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the college and approved by the New York State Education Department (SED); or (b) who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or (c) who is or was enrolled in an opportunity program (HEOP, EOP, SEEK, and CD).

In addition to the academic requirements described, students must also meet certain residency requirements, citizenship requirements, have graduated from a U.S. high school or have a GED or have passed a federally-approved exam (ATB), and financial program criteria.

Students who do not meet the criteria will be decertified for the following semester. Students may, however, file an appeal through the Academic Standing Committee. The decision of the committee is final.

Part-Time TAP Program (PTAP)

Many students in the past, because of family and/or employment obligations, could not attend college full-time. Part-time students may be eligible for assistance from New York State.

A student is eligible for participation in the (PTAP) program if he/she meets the following criteria:

- ▮ Satisfies all program requirements for Tuition Assistance Program awards except the full-time attendance requirement
- ▮ Enrolled as a first-time freshman during the 2006-07 academic year or thereafter
- ▮ Earned 12 credits or more in each of the two consecutive semesters
- ▮ Has a cumulative grade-point average of at least 2.0 and is enrolled for at least 6 but less than 12 credits, in an approved undergraduate degree program. Contact Student Financial Services to see if you qualify.

Aid for Part-Time Study (APTS)

Application Procedures: Application is made through the CUNY Financial Aid Supplement form. This program is open to eligible students who meet income requirements and who are taking 6.0 to 11.5 credits. Students must make academic progress toward a degree in accordance to the NYS TAP/APTS program pursuit and academic progress requirements and must not have exhausted TAP eligibility. Since funds are restricted, applicants are advised to apply early.

Excelsior Scholarship

New York State offers The Excelsior Scholarship to eligible residents with an adjusted gross income of \$125,000.00 or less. Students must completed the 2019-2020 FAFSA and TAP applications before completing the Excelsior Scholarship application online at www.hesc.ny.gov. Students must earn 30 credits per year and agree to live and work in New York for the time period equal to the number of years they received the scholarship.

Application Procedures: Applicant must complete a FAFSA, TAP and Excelsior Scholarship application.

New York State Higher Education Service Corporation will process the applicants' application.

Other Grants, Scholarships and Awards (New York State Residents)

- ▮ AmeriCorps Education Award
- ▮ Child of Veteran Award
- ▮ Flight 587 Memorial Scholarship
- ▮ Memorial Scholarships (for children, spouses and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers and emergency medical service workers)
- ▮ Military Service Recognition Scholarship (MSRS)
- ▮ NYS Scholarship for Academic Excellence

- ▶ New York Lottery Leaders of Tomorrow Scholarship
- ▶ NYS Volunteer Recruitment Service Scholarship
- ▶ Regents Professional Opportunity Scholarship
- ▶ State Aid to Native Americans
- ▶ Veterans Tuition Award (veterans of Vietnam, the Persian Gulf and Afghanistan)
- ▶ World Trade Center Memorial

Information about grants, scholarships and awards available to New York State residents can be found at <https://www.hesc.ny.gov/>

College Discovery (CD)

Application Procedures: Application is made by completing the appropriate section of the admission form available from the Admissions Office, and returning the form to the University Application Processing Center of The City University of New York. The free application for Federal Student Aid (FAFSA), the NYS TAP application and CUNY Financial Aid Supplement form must also be completed. Students must be registered as full-time students.

Award Schedule: The amount of financial assistance and other support provided to CD participants is dependent on financial need as determined by the CUNY Office of Student Financial Assistance and/or the individual college CD programs, within State guidelines.

Veterans Benefits

The Veterans Resource Center (VRC), C371, provides a full range of counseling services for the veteran population. The Veterans Director provides information regarding all of the benefits available to veteran students and assists with any other problems encountered while attending the College. The programs available to veterans are:

Veterans Tutorial Benefits: (Chapter 1) To be eligible for tutorial benefits, veterans must be receiving monthly benefits on at least a half-time basis and have a deficiency in their program subject. A veteran is entitled to 12 months of tutorial benefits to a maximum of \$100 per month. For more information, please visit <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tutor-assistance/>

Veterans Work Study: (Chapter 2) Veterans work-study allowance is available to persons training at least 3/4 time basis under certain Veterans programs. They must meet the eligibility requirements for that program. Veterans may work during or between periods of enrollment. Veterans must notify the Veterans Resource Center that they would like to apply for VA work study.

For a complete listing of programs and for additional information regarding the Veteran work-study allowance please visit their website at www.benefits.va.gov/gibill/workstudy.

Vocational Rehabilitation: (Chapter 31) This is available to veterans who have at least a 20% disability rating from the Veterans Administration and includes payment for tuition, fees, and a monthly stipend. Full-time and part-time veteran students are eligible.

For more information, please visit <https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/> and then speak with the Veterans School Certifying Official (SCO) in C-113 regarding follow up procedures.

Benefits for Dependents of Veterans: There are numerous programs available to dependents of disabled veterans. For more information about these programs, please visit:

<https://explore.va.gov/education-training/spouses-dependents-survivors>

<https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/>

<https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>

Chapter 1606 Educational Benefits:

Chapter 1606 of Title 10, U.S.C., Educational Assistance for Members of the Selected Reserve, is also referred to as the **Montgomery G.I. Bill-Selected Reserve**. Since July 1, 1985, DVA has held benefit payment responsibility, although the funding of educational assistance payments under this program is provided by the Department of Defense.

Monthly Rates: The rates of educational assistance allowance payable under Chapter 1606 for pursuit of a program of education are:

\$369 per month for full-time pursuit
\$276 per month for three-quarter time pursuit
\$184 per month for half-time pursuit
\$92.25 per month for less than half time pursuit

(These rates are subject to change by the Department of Veteran Affairs)

Entitlement/Monthly Rates: Veteran Education Benefit Entitlements will depend on the Veteran program you apply for and on your level of eligibility tied to your length of service, nature of discharge, and enrollment. For current information on education benefits under your Veteran program, refer to the Veterans website at www.benefits.va.gov/gibill/education_programs.

Monthly Verifications:

Veterans will need to complete the Veteran's Web Automated Verification of Enrollment (WAVE) process each month to continue to receive monthly benefits payments. The WAVE process can be submitted by calling their toll-free number at (877) 823-2378 (toll free) OR by logging onto www.gibill.va.gov/wave. If you want to use one of the methods above and do not want to receive verifications in the mail each month, call (888) GI-BILL1 and to make the request.

WAVE verification not required for Ch. 33 - Post 9/11 G.I. Bill © recipients.

The Post-9/11 GI-Bill

The Post-9/11 GI Bill provides financial support for education, housing, books and supplies to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You

must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

How to Apply for the Post 9/11 GI BILL and Other Education Benefits (Chapters 31, 33, 35)

Veterans can apply for VA education benefits by visiting the VA website at: <https://www.va.gov/education/how-to-apply/> to complete their application.

Approved Veterans will receive a VA Certificate of Eligibility (COE) or award letter, in the mail.

The VA Certificate of Eligibility (COE) and your Member 4 DD214 must then be presented to the VA School Certifying Official (SCO) in C-113 payroll office.

Course Applicability for Veteran Educational Benefits:

Per published VA regulations, only Degree Bearing courses that count toward a Veteran's current program of study may be certified for Veteran Benefits. Veterans are strongly encouraged to seek academic advisement prior to registration in order to avoid enrolling in courses that cannot be certified for VA benefits.

Registration Changes and Veteran Educational Benefits:

Per VA regulations, Veterans are responsible for notifying the School Certifying Official of any registration changes. Enrolling in unauthorized repeated courses, or enrolling in courses not required to fulfill their applied educational objectives may change their eligibility for GI BILL education benefits and create a debt with either the college or the Department of Veteran Affairs, or both. Withdrawals may negatively impact a Veterans eligibility for benefits.

Veterans are strongly encouraged to contact the School Certifying Official before withdrawing from a course certified under VA benefits in order to prevent loss of VA benefits and associated monthly housing allowance.

Duplicative Veteran Benefits - (TAP) eligibility and Post 9/11 GI BILL benefits:

A duplicative benefit is an award that duplicates the purpose of another award. Duplicative benefits are those that duplicate the purpose of TAP, STAP, APTS, or Veterans Tuition Awards – i.e. Tuition Awards. If a Veteran is 100% eligible from the VA under the GI BILL, then that Veteran is no longer eligible for a duplicative benefit from TAP (Tuition Assistance Program) from New York State.

For more information please visit: <https://www.hesc.ny.gov/partner-access/financial-aid-professionals/tap-and-scholarship-resources/tap-coach/36-duplicative-benefits-duplicate-award.html>

Rate of Pursuit Needed for Full time Chapter 33 Benefits

Each academic year is composed of two standard semesters each with two modules (sessions). In order for Veterans to receive Chapter 33 maximum housing allowance at their respective level of eligibility during each session, the following rate of pursuit per session is needed:

Session one: enrollment at 12 credits

Session two: enrollment at 6 credits

Rate of Pursuit for Title 38 Veteran Benefits is computed on a per session basis. In order to be eligible for a partial housing allowance, the Veteran must be over half time enrollment per session.

Non-Degree Status for Veterans utilizing the Post 9/11 GI BILL:

A Veteran may be formally admitted as a non-matriculated student to the college provided they are pending admission to a particular matriculated program. For VA certification purposes, "pending admission" means a complete application for a specific matriculated program has been submitted by the Veteran to the admissions office and is under review. A Veteran under non-matriculated status may only be certified for General education courses required for admission and those required if admitted into the matriculated program.

Veteran's Credit for Military Service

Veterans enrolled in degree programs (matriculated) who have been honorably discharged from the United States military may qualify for unrestricted elective credit. The Veteran must have been in active service for more than 90 days and must have completed at least one semester at LaGuardia Community College with a cumulative GPA of 2.00 or higher.

Unrestricted elective credits will be awarded based on length of active service according to the following scale:

- Less than 3 months = none
- 3 months through 12 months = 2
- 12 months through 24 months = 4
- 25 months or more = 6

Veterans who qualify under the above mentioned guidelines should present form DD214 member 4 to the Veteran Academic Advisor in room C371, for review.

Joint Service Transcripts for Veterans

A Joint Service Transcript (JST) is an academically accepted document that provides a description of military schooling and work history in civilian language. A Joint Service Transcript may be used to translate past military experience into potential academic credits. For more information, please visit <https://jst.doded.mil/smart/signIn.do>

Joint Service transcripts will need to be evaluated by LaGuardia credit evaluators. Veterans please contact Transfer Services at creditevaluation@lagcc.cuny.edu or speak with the Veterans academic advisor in C371 regarding the Joint Service Transcript and academic credits.

Application Fees, Late Fees, Add/Drop Fees and the GI BILL

Under VA regulations, application fees, late fees, Change of Program fees, and add drop fees are not payable by the VA. Veterans are encouraged to register early in order to avoid fees which cannot be certified to the VA.