



Eligibility Requirements for Full-Time Study Waiver for New York State Financial Aid

Section 661 of the New York State Education Law establishes the eligibility requirements and conditions for all general awards, academic performance awards and student loans including but not limited to, the Tuition Assistance Program (TAP) and contains key provisions governing their administration by the Higher Education Services Corporation (HESC). Section 145-2.1 of the Commissioner's regulations defines "full-time study" as enrollment in credit-bearing courses applicable to the student's program of study for at least 12 semester hours for a semester. This section also provides, in part, that when determining full-time or part-time status, credit-bearing courses must be applicable to the student's program of study as a general education requirement, major requirement, or specified or free elective.

Students may apply for a waiver that will allow them to take courses outside of their academic program of study to meet the full-time status requirement for NYS financial aid. Institutional approval is required and based upon enrollment in at least 12 credits for the term applying for:

- A student will be deemed to meet the full-time study requirement in the *semester prior to their final semester* of eligibility in their program of study if the student is enrolled in a minimum of 12 credit hours, six credits of which must apply to their academic program.
 - Semester prior to final semester: Students must complete, with a letter grade, the coursework undertaken in the "semester prior to their last semester of eligibility" and be on track to graduate in the "final semester." An Incomplete "I" or Withdrawal "W" are not considered letter grades for the purposes of this section.

- A student will be deemed to meet the full-time requirement in their *last semester* of eligibility in their program of study if the student is enrolled in a minimum of 12 credit hours, one credit of which must apply to their academic program.
 - Final semester: If the student fails to complete the necessary course(s) or decides not to graduate while using this provision to meet their program of study requirements, that student will not be eligible for NYS Financial Aid the following semester of enrollment.

To qualify for a waiver, students must demonstrate that their inability to meet the full-time status requirements is due to circumstances beyond the student's control. These circumstances might include:

- the student having earned advanced placement or other college credits in high school
- having transferred into the institution
- encountering obstacles posed by course sequence requirements; and/or
- changing academic programs

Students who meet the waiver criteria above and are in the "semester prior to their final semester" or "final semester" may complete the Full Time Study Waiver for New York State Financial Aid.



Full-Time Study Waiver for New York State Financial Aid

First Name: _____ Last Name: _____

Student ID#: _____ Semester: _____ Year: _____

Email: _____ Phone: _____

Instructions

Read the eligibility requirements on **Page 1** of this form. If you are eligible to receive a full-time waiver for NYS financial aid, complete the following information and return to the Trocaire College Financial Aid Office as an email attachment at FinAid@Trocaire.edu

List your primary academic program: _____

Please select the circumstance below that is prohibiting you from obtaining full-time status in your primary program of study in the semester prior to your final semester and/or your final semester of study.

- I earned advanced placement or other college credits in high school
- I transferred into Trocaire with credits from another college
- I cannot take courses I need this semester due to course sequence requirements and/or course offering availability
- I changed my academic program

Explain in detail how your selection above is prohibiting you from enrolling in a minimum of 12 credit hours of degree applicable courses in the semester prior to your final semester and/or your final semester of study:

Student Electronic Signature: _____ Date: _____