

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9312

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Information

DATE: June 15, 1994

### Information

1. 1994-95 State Budget - HEOP - The Legislature approved the 1994-95 State budget on Wednesday, June 8, 1994. The approved budget calls for an increase of \$1.5 million above the Governor's recommendation of \$20,453,400 for HEOP. In total, we received a \$2 million increase. The Bureau is glad that the Legislature recognized the worth of the program and the dedication of its students and staff. But we cannot relax or take a rest from our efforts. The increase is appreciated but it only represents 12 percent of what the Bureau, HEOP-PO, cIcu, and the board of Regents felt was needed for the program. We must begin now to work for an increase in 1995-96. We will not have a 25th Anniversary celebration event to focus our efforts around. I would recommend that every program, including students, staff, alumni, and institutional officials write letters to your representatives in the State Assembly and Senate, thanking them for the 1994-95 HEOP increase but also reminding them that the program will need an additional \$12-\$15 million in 1995-96 to reduce the high level of loans for currently enrolled students and to bring in additional students for participation in this proven to be effective program.

Your President recently received a letter from cIcu concerning the increases in the State Budget. The figure used for HEOP was an estimate. The letter from your Associate is the actual amount for HEOP.

As a result of the approved budget, and a reduction in students at one of our programs, the Bureau will be funding a new HEOP program at Clarkson University. Its HEOP director is an old friend of HEOP, former HEOP-PO President, Julius Mitchell.

Tuition Assistance Program - the Legislature also restored funding for TAP/STAP.

The attached bulletin issued by HESC gives the details of this restoration and how new first-time TAP/STAP recipients will have a \$4,050 maximum level for 1994-95.

Liberty Scholarship Program - was not funded for 1994-95, but will be funded for 1995-96.

Other Programs - the enclosed attachment shows how other higher education programs fared in the new State budget. There are increases in Bundy Aid, STEP/C-STEP, TOC and Liberty Partnership programs.

2. Dates to Remember:

- |            |   |
|------------|---|
| June 30    | Final Report for 1993-94 is due.<br>Last day for Extension letters on Final Report. |
| July 10-15 | 1994 ATW at RPI   |
| August 1   | All final vouchers for 1993-94 must be sent.  |

Attachments  
DPM:gs

**HIGHER EDUCATION BUDGET SUMMARY**  
**STATE FUNDS APPROVED FOR 1994-95 COMPARED**  
**TO FUNDS AVAILABLE IN 1993-94**  
**(\$ Millions)**

	1993-94 Available Budget	1994-95 Executive Budget	1994-95 Approved Budget	% Change Approved Budget vs. 1993-94	
				\$	%
Bundy Aid	\$ 36.0	\$ 36.0	\$ 42.0	\$ 6.0	16.7%
Aid to Students	633.1	603.5	636.4	3.3	0.5%
TAP/STAP	609.0	579.5	609.8	0.8	0.1%
Part-time Aid	12.1	12.1	14.6	2.5	20.7%
Coll. Work Study (Ind)	0.0	0.0	0.0	0.0	NA
State Guaranteed Loans	0.0	0.0	0.0	0.0	NA
Native Americans	0.7	0.5	0.6	-0.1	-14.3%
Scholarships/Fellowships	11.3	11.4	11.4	0.1	0.9%
Equity & Access Programs	99.3	103.0	109.5	10.2	10.3%
HEOP - Ind Inst.	20.0	20.5	22.0	2.0	10.0%
SEEK/CD - CUNY	15.1	15.4	15.4	0.3	2.0%
EOP - SUNY	16.3	16.8	16.8	0.5	3.1%
EOC - SUNY	29.8	32.2	32.2	2.4	8.1%
Minority Recruit.	0.0	0.0	0.0	0.0	NA
Public Policy Interns	0.0	0.0	0.0	0.0	NA
STEP/CSTEP	8.0	8.0	10.0	2.0	25.0%
Stay in School	0.0	0.0	0.0	0.0	NA
Teacher Opp. Corps	1.1	1.1	1.6	0.5	45.5%
Lib. Partnerships	9.0	9.0	11.5	2.5	27.8%

Approved Budget does not include \$50.0 million reserved for 1995-96 Liberty Scholarships.

Bulletin



New York State  
Higher Education Services Corporation  
Albany, NY 12255

June 9, 1994

SFA 108

**PROVISIONS OF THE 1994-95 STATE BUDGET  
AND 1994-95 APPLICATIONS PROCESSING**

Mario M. Cuomo, Governor

Cornelius J. Foley, President

BULLETIN #108

FINANCIAL AID  
OPPORTUNITY PROGRAM

JUN 14 1994

TO: Chief Executive Officers

FROM: Cornelius J. Foley, President *CJ Foley*

SUBJECT: I. Changes to the Tuition Assistance Program (TAP)  
Effective for the 1994-95 School Year  
II. Liberty Scholarships  
III. Other Provisions of the 1994-95 State Budget  
IV. 1994-95 Applications Processing

DATE: June 9, 1994

cc: Financial Aid Administrators, Certifying  
Officers, Bursars, Registrars

The 1994-95 State Budget, as agreed to by the Governor and the Legislature, includes \$615.8 million for the Tuition Assistance Program (TAP) for the 1994-95 school year and \$50 million in a reserve fund for Liberty Scholarships for the 1995-96 school year.

I. Changes to the Tuition Assistance Program (TAP) Effective for the 1994-95 School Year:

The Budget Bill includes additional funding of \$30.3 million to restore the higher TAP schedule for first time recipients in the 1994-95 school year and to continue TAP awards for all eligible graduate students. The TAP schedules to be used for the 1994-95 school year are described in detail in Attachment I. The following summarizes provisions of the increased schedules to be used for first-time recipients in 1994-95:

- (a) The maximum award for dependent students at degree-granting institutions will be \$4,050 (\$4,125 maximum

in statute less \$75 enacted as part of the deficit-reduction provisions) and at non-degree institutions \$2,125 (\$2,200 maximum in statute less \$75 enacted as part of the deficit-reduction provisions).

- (b) The maximum award for independent students at degree-granting institutions will be \$3,325 (\$3,400 maximum in statute less \$75 enacted as part of the deficit-reduction provisions) and at non-degree institutions \$1,725 (\$1,800 maximum in statute less \$75 enacted as part of the deficit-reduction provisions).
- (c) The income eligibility ceiling for an award for undergraduate students who are dependent on their parents, or who are financially independent and are married or have tax dependents is \$50,500.
- (d) The one percentage point increase in the percentages assessed against incomes used to determine TAP awards which was enacted as part of the deficit reduction measures in 1991 does not apply to the schedules to be used for first-time recipients in 1994-95. For example, under current schedule "C," the award reduction amount is \$75 plus 7% of the excess over \$8,000 net taxable income for a student whose family's net taxable income is between \$8,001 and \$11,000. For a first-time recipient in 1994-95, the reduction will be \$75 plus 6% of the amount over \$8,000. (See the enclosed TAP schedules, Attachment I, for the precise reduction percentages for determining awards).
- (e) The minimum award for undergraduate students who are first-time recipients in 1994-95 is restored to \$350 which is not further reduced by the \$75 deficit-reduction measure.

These changes apply to TAP awards for first-time recipients for 1994-95 only. The award schedules for all other students in the 1994-95 school year are the same as were used in 1993-94. These schedules are also included in Attachment I for your reference.

## II. Liberty Scholarships:

The 1994-95 State Budget establishes a Liberty Scholarship Reserve Fund of \$50 million. These funds would be available, subject to appropriation in 1995-96, for payment of Liberty Scholarships during the 1995-96 academic year. Language in the budget also provides for establishment of a task force to review the provisions governing Liberty Scholarships and to make recommendations to the Governor and to the Legislature on the

implementation of the Liberty Scholarship Program beginning with the fall term of the 1995-96 school year. The task force is to make its recommendations by December 1, 1994.

III. Other Provisions of the 1994-95 State Budget:

- (a) Aid for Part-Time Study Program (APTS) - The appropriation for the APTS Program for the 1994-95 school year is \$14.63 million. This is an increase of \$2.5 million over the amount appropriated for the 1993-94 school year.
- (b) Funding is also included for twelve new Empire State Public Employee Scholarship awards for 1994-95 and for the second-year payment of those awarded in 1993-94.
- (c) Two million dollars is included for payment of awards for new Primary Care Practitioner Scholarship Program awards to be made by the New York State Department of Health.
- (d) Other Awards - No funding is provided for Regents College Scholarships and Regents Nursing Scholarships; or for the Empire State Challenger Scholarships and Fellowships. No new Empire State Scholarships of Excellence are to be awarded for 1994-95. However, funds were provided to continue payments for those who already hold Empire State Scholarships of Excellence.
- (e) Payments for accelerated study for the 1994-95 school year are deferred until October 1995. Payments for accelerated study for the current 1993-94 school year are still scheduled to be paid in October 1994.

IV. 1994-95 Applications Processing:

The processing of applications for the 1994-95 school year began on March 1. This included preparation and mailing of action letters to students who did not answer all the required questions or who need to correct errors on their applications. As of June 3, we had received over 255,000 applications for awards for the 1994-95 school year.

The TAP processing programs are being modified to reflect the changes in the 1994-95 State budget. Determination of eligibility for those students whose applications do not require additional data will begin during the week of June 13. It is estimated that award certificates will be mailed to students beginning June 15 or shortly thereafter.

The first Student Status Listing showing awards for the 1994-95 school year should be mailed by June 24.

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Payment rosters for the summer term 1994 should also be mailed about the same time.

If you have any questions or require any additional information regarding the changes or the process for 1994-95, please call the Office of Field Services at (518) 474-3552.

Attachment

TAP AWARD SCHEDULES FOR 1994-95 ACADEMIC YEAR

ATTACHMENT I

UNDERGRADUATE AWARD SCHEDULES - For students who are dependent on their parents, or who are financially independent and are married or have tax dependents:

At degree granting and not-for-profit institutions

Schedule A - Applicable to students who received awards in the 1988-89 school year or earlier.

MAX. AWARD - \$2,850 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 7,000 or less	\$ 75
7,001 - 11,000	75 + 7% of excess over \$ 7,000
11,001 - 18,000	355 + 10% of excess over 11,000
18,001 - 34,250	1,055 + 12% of excess over 18,000
34,251 or more	NO AWARD

Schedule B - Applicable to first-time recipients in the 1989-90, 1992-93 and the 1993-94 school years.

MAX. AWARD - \$3,650 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 7,500 or less	\$ 75
7,501 - 11,000	75 + 7% of excess over \$ 7,500
11,001 - 18,000	320 + 10% of excess over 11,000
18,001 - 42,500	1,020 + 12% of excess over 18,000
42,501 or more	NO AWARD

Schedule C - Applicable to first-time recipients in the 1990-91 and 1991-92 school years.

MAX. AWARD - \$4,125 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 8,000 or less	\$ 75
8,001 - 11,000	75 + 7% of excess over \$ 8,000
11,001 - 18,000	285 + 10% of excess over 11,000
18,001 - 50,500	985 + 12% of excess over 18,000
50,501 or more	NO AWARD

Schedule D - Applicable to first-time recipients in the 1994-95 school year.

MAX. AWARD - \$4,125 or tuition, whichever is less      MIN. AWARD - \$350

<u>NTB</u>	<u>REDUCTION</u>
\$ 8,000 or less	\$ 75
8,000 - 11,000	75 + 6% of excess over \$ 8,000
11,001 - 18,000	255 + 9% of excess over 11,000
18,001 - 50,000 <del>50,500</del>	885 + 11% of excess over 18,000
50,501 or more	NO AWARD

At Non-Degree Institutions

Schedule F - Applicable to students who received awards in 1988-89 school year or earlier.

MAX. AWARD - \$2,200 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 7,000 or less	\$ 75
7,001 - 11,000	75 + 7% of excess over \$ 7,000
11,001 - 18,000	355 + 10% of excess over 11,000
18,001 - 34,250	1,055 + 12% of excess over 18,000
34,251 or more	NO AWARD

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Schedule G - Applicable to first-time recipients in the 1989-90, 1992-93 and the 1993-94 school years.

MAX. AWARD - \$2,200 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 7,500 or less	\$ 75
7,501 - 11,000	75 + 7% of excess over \$ 7,500
11,001 - 18,000	320 + 10% of excess over 11,000
18,001 - 42,500	1,020 + 12% of excess over 18,000
42,501 or more	NO AWARD

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Schedule H - Applicable to first-time recipients in the 1990-91 and 1991-92 school years.

MAX. AWARD - \$2,200 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 8,000 or less	\$ 75
8,001 - 11,000	75 + 7% of excess over \$ 8,000
11,001 - 18,000	285 + 10% of excess over 11,000
18,001 - 50,500	985 + 12% of excess over 18,000
50,501 or more	NO AWARD

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Schedule I - Applicable to first-time recipients in the 1994-95 school year.

MAX. AWARD - \$2,200 or tuition whichever is less      MIN. AWARD - \$350

<u>NTB</u>	<u>REDUCTION</u>
\$ 8,000 or less	\$ 75
8,001 - 11,000	75 + 6% of excess over \$ 8,000
11,001 - 18,000	255 + 9% of excess over 11,000
18,001 - 50,500	885 + 11% of excess over 18,000
50,501 or more	NO AWARD

UNDERGRADUATE AWARD SCHEDULES - For students who are independent and single without dependents:

At degree-granting and not-for-profit institutions

Schedule K - Applicable to students who received awards in the 1988-89 school year or earlier.

MAX. AWARD - \$2,000 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$75
3,001 - 10,000	75 + 31% of excess over \$ 3,000
10,001 or more	NO AWARD

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Schedule L - Applicable to first-time recipients in the 1989-90, 1992-93 and the 1993-94 school years.

MAX. AWARD - \$2,800 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$ 75
3,001 - 6,500	75 + 31% of excess over \$ 3,000
6,501 - 10,000	1,160 + 59% of excess over 6,500
10,001 or more	NO AWARD

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Schedule M - Applicable to first-time recipients in the 1990-91 and 1991-92 school years.

MAX. AWARD - \$3,400 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$ 75
3,001 - 6,500	75 + 31% of excess over \$ 3,000
6,501 - 10,000	1,160 + 58% of excess over 6,500
10,001 or more	NO AWARD

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Schedule N - Applicable to first-time recipients in the 1994-95 school year.

MAX. AWARD - \$3,400 or tuition whichever is less      MIN. AWARD - \$350

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$ 75
3,001 - 6,500	75 + 30% or excess over \$3,000
6,501 - 10,000	1,125 + 57% or excess over 6,500
10,001 or more	NO AWARD

Non-Degree Institutions

Schedule P - Applicable to students who received awards in the 1988-89 school year or earlier.

MAX. AWARD - \$1,800 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$75
3,001 - 10,000	75 + 31% of excess over \$ 3,000
10,001 or more	NO AWARD

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Schedule Q - Applicable to first-time recipients in the 1989-90, 1992-93 and the 1993-94 school years.

MAX. AWARD - \$1,800 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$ 75
3,001 - 6,500	75 + 31% of excess over \$ 3,000
6,501 - 10,000	1,160 + 59% of excess over 6,500
10,001 or more	NO AWARD

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Schedule R - Applicable to first-time recipients in the 1990-91 and 1991-92 school years.

MAX. AWARD - \$1,800 or tuition whichever is less      MIN. AWARD - \$100

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$ 75
3,001 - 6,500	75 + 31% of excess over \$ 3,000
6,501 - 10,000	1,160 + 58% of excess over 6,500
10,001 or more	NO AWARD

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Schedule S - Applicable to first-time recipients in the 1994-95 school year.

MAX. AWARD - \$1,800 or tuition whichever is less      MIN. AWARD - \$350

<u>NTB</u>	<u>REDUCTION</u>
\$ 3,000 or less	\$ 75
3,001 - 6,500	75 + 30% or excess over \$3,000
6,501 - 10,000	1,125 + 57% or excess over 6,500
10,001 or more	NO AWARD

GRADUATE AWARD SCHEDULES

Schedule U - Graduate awards for students who are dependent on their parents, or who are financially independent and are married or have tax dependents:

MAX. AWARD - \$1,200 or tuition whichever is less      MIN. AWARD - \$75

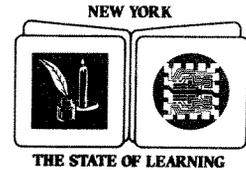
<u>NTB</u>	<u>REDUCTION</u>
\$ 2,000 or less	\$ 75
2,001 - 15,636	75 + 7.7% of excess over \$2,000
15,637 - 20,000	1,125
20,001 or more	NO AWARD

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Schedule V - For students who are financially independent and are single and have no tax dependents:

MAX. AWARD - \$1,200 or tuition whichever is less      MIN. AWARD - \$75

<u>NTB</u>	<u>REDUCTION</u>
\$ 1,000 or less	\$ 75
1,001 - 5,038	75 + 26% of excess over \$1,000
5,039 - 5,666	1,125
5,667 or more	NO AWARD



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OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

**ADM 9310**

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Lobbying and Information

DATE: March 9, 1994

### **Lobbying**

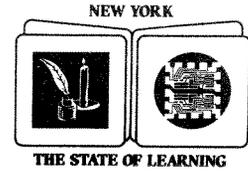
It is now almost the end of the second week in March and the New York State Legislature is deep into the development of the State budget for the 1994-95 State fiscal year, which begins April 1. Last week, the Bureau sent a copy of the 1992-93 HEOP Annual Report and a copy of the shorter Report Summary to each member of the Legislature. On Tuesday, March 8, HEOP held its annual meeting and lobby day in Albany. The main lobbying topics were TAP, Bundy, and HEOP. James Walsh, former Deputy Speaker of the Assembly, and currently President of the New York State Business Council, Inc., had many interesting to say to those in attendance. First, he urged those listening to him to be out lobbying for the program, not only in Albany but at the local district offices of the members of the Legislature. He also said that there is need to install "fear" in the minds of the members of the Legislature. Twenty or 25 students visiting local offices to meet with the members of the Legislature is quite valuable especially if there is media coverage.

We have two and a half weeks left to try to get the Legislature to increase the HEOP appropriation beyond the \$500,000 that the Governor is recommending. It would be ideal to get the \$17 million we feel is needed, but we will settle for a total of between \$3 to \$5 million this year. This is what all of us, students, staff, parents, alumni, and friends of HEOP, have to work to accomplish. Visit those local offices!!

### **Information**

The New York State Division of the Budget sponsors a fellowship program annually. The attached flyer provides general information about the program. If any of your program students are interested, they should fill out the attached application, which is due April 1, 1994.

Att.  
DPM:gs



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OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9309

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Information

DATE: February 28, 1994

1. Proclamation and Resolutions

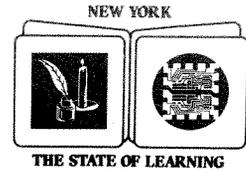
Enclosed is a copy of the Governor's Proclamation, announcing January 26, 1994 as HEOP Day, as well as copies of the New York State Senate Resolution, and the New York State Assembly and Senate Resolution, honoring HEOP.

2. Memorial Service for Angel Nieves

On Saturday, March 26, 1994 at 2:00 PM, a memorial service will be held for Angel Nieves, Director of HEOP at St. Lawrence University. Angel passed away on January 26 in New York City.

The service will be held at the Ethical Cultural Society, 2 West 64th Street (Central Park West) in the Auditorium. All are invited to attend.

Enclosures  
DPM:gs



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9308

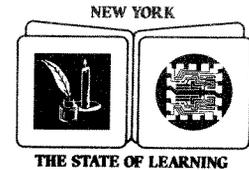
TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Information  
DATE: February 11, 1994

1. HEOP Annual Report 1992-93

Two copies of the report are enclosed for your use. A copy will be sent to your President under separate cover. The 1992-93 program year was a successful one for our students. You, your staff, and institution should take pride in your students' achievements.

Use our program's success in your lobbying (advocacy) for an increase for 1994-95.

Encs.  
DPM:gs



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9307

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Information

DATE: February 7, 1994

1. 1994-95 Executive Budget - The Governor is recommending an increase of \$500,000 or 2.5% for HEOP for 1994-95. (The Governor is also recommending an increase of \$359,000 or 2.5% for SEEK and \$469,000 or 3.1% increase for EOP.) The budget does not provide for any increase in Bundy Aid and no restoration of the undergraduate TAP cut. Graduate TAP is to be phased out with no new awards for 1994-95. The maximum awards for the freshman 1994 class will be the same as this year's class. This means that we will have three classes at the reduced rate (this represents a loss of \$6 million for our program students).
2. Lobbying - Our 1992-93 HEOP Annual Report to the Governor and legislative leadership shows the outstanding accomplishments of HEOP. The celebration of our 25th Anniversary Banquet and HEOP-PO Conference filled us with a sense of pride at the success of HEOP and its more than 18,000 graduates. The more than 550 current students who attended the banquet felt pride in their program and its accomplishments. We all know that HEOP does work!

Despite our accomplishments, our program is facing crucial times. Our students and institutions have been asked to carry the burden of increased college costs, decreases in State and Federal student financial aid, and no increase for HEOP State funding for the past five years. Our students, including freshmen, are averaging over \$2,000 a year in loans. The independent institutions which operate our program are contributing \$40 million, which is more than double the State HEOP appropriation. The increase that the Governor is recommending averages out to \$77.40 per student.

You recently received correspondence from Jim Ross, Interim President of Clcu, asking that a letter writing and telephone campaign begin on behalf of HEOP.

Frank Smith, President of HEOP-PO, addressed this same issue with you at the HEOP-PO business meeting. I also wish to bring it to your attention.

All of our constituencies must impress upon each member of the State Senate and Assembly the importance of HEOP, its success, and its need for a sizable increase. Your students need to visit the local offices of their State senators and assemblypersons to thank them for their past support and to remind them of the need for an increase in 1994-95. Also, all students who are eligible to vote should be registered.

I realize that you are busy with the February 15th Reports and the 1994-93 Reapplications for HEOP funding, but you need to find the time to organize these lobbying activities. It is vital to the continued success of HEOP that the Legislature grant us an increase of at least \$4 to \$6 million, if not the \$17 million that we requested.

3. Equipment Inventory - A reminder: if you purchased equipment with HEOP funds during the 1992-93 program year, you must send an Equipment Inventory Sheet (attached) detailing these purchases by **March 1, 1994**. If you have any questions, call Lynn Caruso at (518) 474-5313.
4. Dates to Remember:
  - Feb. 15     ♦ Enrollment Report is due.
  - Feb. 28     ♦ Reapplication and New Proposals for 1994-95 HEOP funding are due.
  - March 15    ♦ Submission of third payment voucher is due.
  - April 1     ♦ Passage of 1994-95 State budget which will contain the increase we need for HEOP.

Attachment

DPM:gs

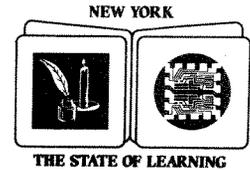
FORM A

**EQUIPMENT INVENTORY**  
 NEW YORK STATE EDUCATION DEPARTMENT  
 BUREAU OF HIGHER EDUCATION OPPORTUNITY  
 PROGRAMS  
 CULTURAL EDUCATION CENTER, ROOM 5A55  
 ALBANY, NY 12230

(518) 474-5313

NAME OF INSTITUTION					
NAME OF CONTACT					
TELEPHONE					
FINAL REPORT YEAR	ITEM DESCRIPTION (Include Brand Name)*	SERIAL NUMBER	COST**	BUILDING & ROOM LOCATION	STILL IN USE***
			HEOP _____ INST _____		
			HEOP _____ INST _____		
			HEOP _____ INST _____		
			HEOP _____ INST _____		

\* If equipment purchased was part of a package, list each component that was included in the total cost.  
 \*\* If cost was shared between HEOP and Non-HEOP funds, for continued HEOP/Non-HEOP use, please include an explanation.  
 \*\*\* Answer yes or no. Please fill out Form B if the equipment is no longer in use or has been disposed of by other means.



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OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

**ADM 9306**

TO: Project Directors

FROM: Douglas P. Mercado *OPM*

SUBJECT: Policy and Information

DATE: January 13, 1994

**POLICY**

1. 1994-95 TAP Application Update - the Higher Education Services Corporation is requiring, as it did for 1993-94, that when applying for 1994-95 TAP/STAP, the student must complete two forms: the TAP application form and a Free Application for Federal Student Aid (FAFSA).

**Information**

1. HEOP 25th Anniversary Celebration - there are only **11** days left to the start of the HEOP-PO Conference and the 25th Anniversary Celebration of HEOP. If you have not submitted your registration forms, please get in touch with Trebbe Smith at University College of Syracuse University (315-443-3257). If you can send one additional person to the three day conference, it would be greatly appreciated by the Committee.
2. SED Presentation - January 27, 1994 - Omni Hotel - This is a reminder that you should have a copy of the 1994-95 HEOP Guidelines with you at the session.
3. Governor Cuomo's Message to the Legislature - January 5, 1994 - On pages 52-53, the Governor stated:

"Our Higher Education Opportunity Program--marking its 25th anniversary this year--has achieved a remarkable record in enabling students from disadvantaged backgrounds to pursue higher learning at New York's independent colleges and universities. HEOP students graduate at rates exceeding the national average for all students."

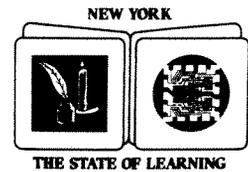
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We need to take advantage of the 25th Anniversary Celebration in Albany to lobby for a deserved and needed increase for HEOP. All who are attending the celebration must work to keep HEOP in the forefront of our legislator's minds.

4. Dates to Remember:

- January 31 - Letter of Intent due (new programs only).
- February 15 - February 15th Enrollment Report is due.
- February 28 - Reapplication and New Proposals for HEOP funding 1994-95 are due.
- March 15 - Submission of third payment voucher is due.
- April 1 - Passage of the 1994-95 State Budget, which will contain an "increase for HEOP," we hope!

DPM:gs



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9305

TO: Project Directors

FROM: Douglas P. Mercado *DM*

SUBJECT: Policy and Information

DATE: November 8, 1993

### Policy

1. Enrollment: Winter 1993 and Spring 1994 Semesters - The Bureau's 1993-94 policy toward Winter and Spring enrollment is that no program can admit any new transfers or freshman for the winter or spring terms. This policy is due to the large number of students that have been enrolled for the fall term at our programs. Readmits may be accepted for the winter and/or spring terms.

The Bureau will try to ensure that programs will not suffer "contract rate problems" because of these restrictions.

2. Second Payment Vouchers - should be mailed to our office no sooner than November 15, 1993.

### Information

1. Program Roster - Enclosed is an up-to-date program roster for 1993-94.
2. 25th Anniversary Celebration - there are only **82** days left to the start of the HEOP-PO Conference and the Celebration of the 25th Anniversary of HEOP. Please submit your registration materials for staff and students, with payment, as soon as possible. As we draw closer to the planned events, we will need help to get things done. Don't wait to be asked, volunteer now by calling either Barbara Leonard or me.

Next meeting of the 25th Anniversary Steering Committee is November 12, 1993, at the Omni Hotel.

3. Dates to Remember:

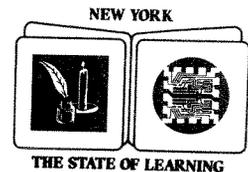
1993 Now - registration materials for the conference must be submitted.

November 15 - 2nd Voucher to be submitted.

1994 **January 24-27 HEOP-PO Conference & 25th Anniversary Celebration**  
**January 26, 1994 - 25th Anniversary Student Workshops and Gala Banquet**  
February 15 - February 15th Enrollment Report.  
February 28 - Reapplication for HEOP funding 1994-95.

DPM:gs

Att.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

**ADM 9304**

TO: Project Directors  
FROM: Douglas P. Mercado *DM*  
SUBJECT: Policy and Information  
DATE: October 1, 1993

**Policy**

1. 1994-95 HEOP Guidelines - Enclosed are two sets of the Higher Education Opportunity Program Guidelines for 1994-95. Kindly forward one set, with the enclosed cover letter to your Director of Financial Aid.

A copy of the Guidelines has also been sent to your Chief Executive Officer.

Only new programs need to submit a Letter of Intent by January 31, 1994, and a new one-year proposal for 1994-95 by February 28, 1994. All programs funded for 1993-94 will submit a Reapplication for funding for 1994-95 by **February 28, 1994**.

The major guidelines change is in the maximum allowable cumulative loan policy for resident students. The economic guidelines for 1994-95 also differ from those used in 1993-94.

**Information**

1. 25th Anniversary Celebration - there are 121 days left to the start of the HEOP-PO Conference and the Celebration of the 25th Anniversary of HEOP. Please do not wait to return your registration materials, with payment, and the hotel reservation forms. There are still many things that need to get done. Don't hesitate to volunteer.

Next meeting of the 25th Anniversary Steering Committee is October 15, 1993.

2. Dates to Remember:

1993

October 15

October 15th Report to be submitted.

October 20

NYSFAAA Conference, Rye Brook, New York.

October 30

Return Registration materials for HEOP-PO Conference.

November 15

2nd Voucher to be submitted.

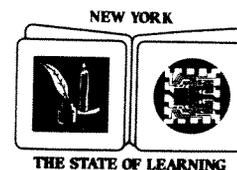
1994

January 24-27

**HEOP-PO Conference and 25th Anniversary Celebration Banquet.**

DPM:gs

Atts.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

October 1, 1993

Dear Director of Financial Aid:

Attached is a set of the 1994-95 HEOP Guidelines for your use in the next program year. The HEOP economic criteria used to determine eligibility for new freshmen was approved by the Board of Regents, two years ago, for the 1994-95 program year. The definition of an HEOP independent student was amended for the 1993-94 program year to be consistent with the Federal definition of an independent student.

At this time, we assume that the reductions made in the TAP/STAP program for 1993-94 will be carried over for 1994-95. If this assumption is accurate, the 1994-95 TAP award for first-time students will be the same as that for 1993-94. It also appears that the maximum Pell award will either be \$2,250 or \$2,300 for 1994-95.

The Bureau has requested a large increase in the HEOP supplemental financial assistance allocation for 1994-95. We hope that the Governor and the Legislature will finally realize the effectiveness of HEOP and will move to reduce the burden placed on the independent institutions and program students. Your support of our request is vital and we ask you to use your influence on the Governor and State Legislature.

The major changes in the 1994-95 Guidelines as it relates to student financial assistance are as follows:

1. Academic Year Maintenance - allowable average increased to \$3,500.
2. Summer Prefreshman Maintenance - minimum increased for residents to \$575 and commuters to \$350.
3. Summer Continuing Students Maintenance - increased by \$10 per credit and for 12 or more credits to \$1,750.
4. Total HEOP Academic Year Maintenance and Tuition is now \$4,000.
5. Revised Cumulative loan policy:
  - a. Resident HEOP student in a baccalaureate program - the maximum amount is \$14,000 (increase of \$2,500).
  - b. Commuter HEOP student in a baccalaureate program - the maximum amount is \$11,750 (increase of \$250).

This revision will require you to fill out two self-help policy charts, one for resident students and one for commuter students.

The following HEOP polices are still in effect for the 1994-95 program year:

1. Independent Students - HEOP's definition of "independent" conforms to the Federal definition.
2. Packaging - As you know, HEOP requires full need packaging. HEOP-SED has never permitted the substitution of Stafford (GSL) or another loan for a calculated parental or student contribution on an automatic basis. We do allow for professional judgement as does the Office of Education. Thus when we find substitutions that result in overpackaging (if the EFC is included), we will normally make a disallowance of HEOP funds.  
  
On the other hand, if a student refuses work or a loan, which is a regular part of the package, we do not consider the student underpackaged for that reason. The refusal amount can be considered to be part of the student/family contribution.
3. Award Letters - When a student's package changes during a program year, our requirement is that a new award letter be generated to complete the documentation cycle and place full information in the hands of the student. We try not to be unreasonable when changes are multiple or minor, but by year's end the last award letter in the student's file should reflect reality.
4. Institutional Commitment - The dollars from an institution's discretionary sources which the institution has committed in its annually approved HEOP budget are a contractual obligation, as is the State's commitment in the same document. We recognize that situations change throughout the year (e.g., revenues from the entitlement program are not always predictable), thus we permit budget amendments through May of a contract year. If, however, at the end of a year, an institution is found to have underspent its financial aid commitment, after taking enrollment shifts into account, and especially if students are underpackaged as a result, we consider the initial obligation not to have been met and will expect an adjustment to be made.
5. Flexibility in Student Awards - While institutions may choose to award all HEOP students identical amounts in the maintenance and tuition areas, guidelines permit considerable variation, with individual student HEOP awards for 1994-95 allowed up to \$4,000. This amount may go even higher under special circumstances as described in HEOP Guidelines, Section III.B.10.c.2.

As always, if you have any questions on any aspect of HEOP as it affects your responsibilities, do not hesitate to call or write.

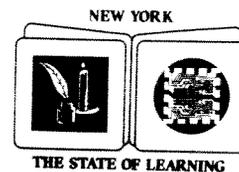
Sincerely,



Douglas P. Mercado, Chief  
Bureau of Higher Education  
Opportunity Programs

DPM:gs

Att.



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OFFICE OF EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

**ADM 9303**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Report Formats & Manual and Information  
DATE: September 14, 1993

Report Formats and Manual - Enclosed with this ADM are the October 15th, February 15th and Final Report formats and the Instruction Manual for use with all of the report formats.

**Information**

1. 25th Anniversary Celebration: There are 138 days left to the start of the HEOP-PO Conference and the Celebration of the 25th Anniversary of HEOP. There are still many things to get done and your cooperation is needed. Many programs still need to submit requests of additional travel funds, selection of alumni, program, and institutional staff. If this celebration is to be successful, then all of us must cooperate.

Next meeting of the 25th Anniversary Steering Committee is October 15, 1993.

2. Dates to Remember:

1993

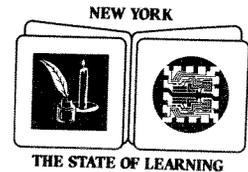
October 1	HEOP-PO Membership Meeting - Albany.
October 15	October 15th Report to be submitted.
October 20	NYSFAAA Conference - Rye, New York
October 30	Registration materials for Conference Returned.
November 15	2nd Voucher to be submitted.

1994

January 24-27	<b>HEOP-PO Conference and 25th Anniversary Celebration Banquet.</b>
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DPM:gs

Atts.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

ASSISTANT COMMISSIONER FOR HIGHER EDUCATION SERVICES  
HIGHER EDUCATION OPPORTUNITY PROGRAM

**ADM 9302**

TO: Project Directors  
FROM: Douglas P. Mercado *DM*  
SUBJECT: Information  
DATE: August 3, 1993

Information

- 1) ADM Correction - The ADM dated July 19, 1993, should be ADM 9301.
- 2) HEOP Letters of Agreement for 1993-94. Your President should receive a Letter of Agreement for 1993-94 this week. Please check to see if it has already been received, signed and returned to the State Education Department's Office of Counsel. (N.B. If your 1993-94 budget has not been submitted and/or approved, then no Letter of Agreement has been sent to your institution.)
- 3) Final Payment Voucher for 1992-93. This voucher should have been mailed by August 1. If it hasn't, send it **immediately**.
- 4) Vouchers. Enclosed are your vouchers for payment in the 1993-94 program year. Your first voucher, for 25 percent of your grant, is due by **September 1**.
- 5) 25th Anniversary Celebration. There are 173 days left to the start of the HEOP-PO Conference and the Celebration of the 25th Anniversary of HEOP. There are still many things to get done and your cooperation is needed. Requests for additional funds for staff and students, selection of alumni, program and institutional staff, and Call for Papers are not being submitted. If our celebration is to be successful, then you must cooperate. If any program can contribute in-kind contributions of printing and/or mailing, please contact me as soon as possible.

Next meeting of the 25th Anniversary Steering Committee is **September 17, 1993**.

6) Dates to Remember:

1993

- August 15            Call for Papers due to Jim Norfleet.
- September 1        First Voucher for 1993-94.  
Distinguished Alumni/Student, Staff and Service Nominations.
- September 8        Requests for additional travel and student funds due.
- October 1            HEOP-PO Membership meeting - Albany.
- October 15          October 15th Report to be submitted.

1994

- January 24-27      **HEOP-PO Conference and 25th Anniversary Celebration Banquet.**

Enc.

DPM:gs