Date: August 17, 1977

From: Office of the Acting Chancellor

Subject: TAP Processing and Tuition Deferral Authority

In spite of the fact that the Higher Education Services Corporation has effected improvements in the processing of TAP applications, it is possible that a significant number of applicants among your students will not receive TAP award certificates in time to meet your regular deadline for payment of tuition.

Recourse to our deferral policy may be necessary to help students of limited means meet the fall registration requirements. To accomplish this, I recommend that the discretionary tuition deferral authority now available to you as Chief Administrative Officer (see Administrative Policy item 055.1.C) be applied as follows:

1. No student should be penalized for not being able to meet tuition pre-payment requirements due to delay in receipt of TAP or scholarship award certificates.

2. If, by the time of his registration, the student has requested deferral of tuition payment but cannot produce an award certificate, the student should be considered for deferral if the campus has evidence that he or she has filed for TAP.

3. Acceptable evidence includes:
   a. a postcard received by the student from the Corporation acknowledging receipt of his or her application.
   b. the student's name on an application status roster, which will be sent to all SUNY campuses near the end of August.
   c. an on-campus record of such an application.
4. The amount of the deferral may be up to the full tuition charge, however:

   a. for continuing students, if preferred, the amount of the deferral may be limited to the amount of the 1976-77 award (lists of these awards are now at the colleges);

   b. for new students, if preferred, the amount of the deferral may be limited to that recommended by the financial aid office (based on data submitted for other types of financial assistance).

5. In determining that a student is in need of a deferral of some portion of his or her tuition charge, consideration will have been given to the availability of funds from other resources. If these other resources, including a Basic Educational Opportunity Grant, are needed by the student to meet other costs of attendance, including maintenance, books and supplies, etc., then they should not be used to cover the portion of the tuition charge for which the TAP award is to be used.

   As you know, since only TAP and the Regents Scholarship programs are involved, this special authority to defer payment of tuition charges does not extend to non-tuition charges such as room and board.

   Further technical details about these procedures will be made available to appropriate offices at your campus as soon as possible. Thanks very much for your cooperation.

   James F. Kelly

cc: Directors of Financial Aid, State-operated campuses

This memorandum addressed to:

Presidents, State-operated campuses

Copies for information to:

Presidents, Community Colleges
Deans, Statutory Colleges
President Rose
Vice President Cook