

**College of Mount Saint Vincent HEOP Document Checklist**

Consideration for the College of Mount Saint Vincent Higher Education Opportunity Program is dependent upon students meeting all eligibility requirements including, but not limited to, financial income criteria as established by New York State. To confirm your economic eligibility, you must submit the following financial documentation by **February 15, 2018**.

\_\_\_ **CMSV EZ Pre-Screen Eligibility Worksheet (enclosed)** - This document must be signed by both the student and a parent/guardian. Please be sure to answer every question on this form. Incomplete forms will not be considered or reviewed. If the answer to any question is 'Yes', documentation must be provided (i.e. Social Security benefits statement, SNAP letter, Public Assistance, etc.)

\_\_\_ **Copy of 2016 NYS Tax Return** (if filed). If 2017 NYS tax returns are available, please submit them as well. If your family did not file taxes in 2016, please provide proof of non-filer status and alternative proof of income.

\_\_\_ **All corresponding W-2 and 1040 forms for 2016**. Income earned from work listed on the enclosed worksheet must match the income on the corresponding W-2 form.

\_\_\_ **2016 IRS Tax Transcript** - This may be requested online at [irs.gov](http://irs.gov) or by calling 1-800-908-9946. Please note it may take 10 - 14 business days for the transcript to be sent to you via mail if you filed taxes electronically. If you filed a paper tax return, it may take 4-6 weeks. Be sure to allow yourself sufficient time to collect this documentation to meet the February 15th deadline.

\_\_\_ **Confirmation of FAFSA filing**

**In order to receive admission to HEOP, students must file the Free Application for Federal Student Aid (FAFSA) and NYS TAP (Tuition Assistance Program). The priority deadline to file the FAFSA is February 15th.**

Please read all instructions carefully and complete the attached Pre-Screen worksheet as requested. Incomplete files will delay admission to CMSV. If you have specific questions regarding financial eligibility, please contact the Office of Financial Aid at [financialaid@mountsaintvincent.edu](mailto:financialaid@mountsaintvincent.edu).

Return all documents to: College of Mount Saint Vincent Office for  
Admission  
6301 Riverdale Avenue  
Riverdale, NY 10471

Documents may also be sent via fax to **718-549-7945** or scanned and emailed to [admissions@mountsaintvincent.edu](mailto:admissions@mountsaintvincent.edu)

**Deadline: February 15, 2018**



**HEOP EZ Pre-Screen Eligibility Worksheet**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Primary Email: \_\_\_\_\_

*Please answer all questions below. Incomplete worksheets will not be considered.*

**1. Total number of people living in your household, including yourself:** \_\_\_\_\_

Please list the name, age, and relationship to you of all members of your household, including yourself:

Full Name of Person (Including Yourself)	Age	Relationship to You	Employed (Yes/No)	Attending College (Yes/No)
1.		Self		
2.				
3.				
4.				
5.				
6.				

**\*\*Enclose Additional Sheet of household members in excess of 6 people\*\***

**2. Parent's Marital Status (Check One):**

Married  Divorced  Separated  Never Married  Widowed  Legal Guardian(s)

3. Parent 1 **Total Income** from Work in 2017 (if available): \$ \_\_\_\_\_

4. Parent 2 **Total Income** from Work in 2017 (if available): \$ \_\_\_\_\_

5. Parent 1 **Total Income** from Work in 2016: \$ \_\_\_\_\_

6. Parent 2 **Total Income** from Work in 2016: \$ \_\_\_\_\_

*Incomes from work for each year must match income reported on corresponding W-2 form(s)*

7. Does anyone in your household receive child support?  Yes\*  No \*Documentation Required

If YES, what was the total amount received for ALL children in the household in 2017? \$ \_\_\_\_\_

If YES, what was the total amount received for ALL children in the household in 2016? \$ \_\_\_\_\_

9. Did you or your family receive Public Assistance from Social Services in 2016 or 2017?

Yes (check all that apply)  No  
 Food Stamps  Rent/Public Housing  Medical  Other

10. Did you or any member of your family receive Social Security benefits in 2016 or 2017?

Yes\*  No \*Documentation Required

Total amount received in 2016: \$ \_\_\_\_\_ Total Amount received in 2017: \$ \_\_\_\_\_

11. Are there any special circumstances you wish to share regarding your financial situation?

Yes\*  No \*If yes, please attach additional sheet with details regarding the special circumstances.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return completed forms and all supporting documents to:  
College of Mount Saint Vincent Office for Admission  
Attention: Laura Zarychta  
6301 Riverdale Avenue  
Riverdale, NY 10471

Email: [Laura.Zarychta@mountsaintvincent.edu](mailto:Laura.Zarychta@mountsaintvincent.edu)  
Fax: 718-549-7945  
Phone: 718-405-3795

## What is the Higher Education Opportunity Program?

The Arthur O. Eve Higher Education Opportunity Program (HEOP) is a partnership between the College of Mount Saint Vincent and the New York State Education Department (NYSED). This program is designed for students who have the potential and drive to further their education but, due to limited academic and financial resources, would not otherwise have the opportunity to attend college. The goal of HEOP is to retain and graduate promising students who will succeed at the college level and beyond.

### Economic Eligibility Criteria

To be considered for the Arthur O. Eve Higher Education Opportunity Program, the applicant's family income must fall within the ranges provided in the following chart:

Number in Household (Including Yourself)	Total Annual Income for Previous Calendar Year
1	\$21, 978
2	\$29, 637
3	\$37, 296
4	\$44, 955
5	\$52, 614
6	\$60, 273
7	\$67, 951

*\*For households in excess of 7 people, add an additional \$7, 696 for each household member*

Exceptions to the economic guidelines can be made if the applicant falls into one of the following categories, and proper documentation can be submitted:

- The student is living with foster parents who do not provide support for college, and no money is provided by the birth parents
- The student is a ward of the state or county
- The student and/or student's family receives public assistance

If you believe your family **DOES NOT** meet the economic criteria for HEOP listed above, please contact Laura Zarychta via email at [Laura.Zarychta@mountsaintvincent.edu](mailto:Laura.Zarychta@mountsaintvincent.edu) to request that your application be re-evaluated for regular admission.

Students admitted through HEOP will receive the following financial benefits:

- Comprehensive financial aid package
- Free monthly Metro Card
- Stipend for textbooks

## ACADEMIC SUPPORT SERVICES

During the summer and academic year, supportive services provided to HEOP students take many forms:

### **Remedial and Developmental Courses**

If you need additional academic assistance to prepare you for college-level work, HEOP can meet your academic needs. Before you begin your classes, the HEOP professional staff will evaluate your academic strengths and weaknesses, and design a specific academic program to help you succeed. You will have the opportunity to take both noncredit and credit remedial/developmental courses. These courses provide instruction in basic skills, reading, writing, vocabulary, mathematics, and other areas of study.

### **Tutorial Services**

HEOP provides you with tutorial services, at no cost, to assist you with your academic courses. Tutorial services are conducted on a one-to-one basis or in groups, depending upon your needs. Tutors are both experienced HEOP students and some are professional tutors.

### **Counseling Services**

Counseling services are provided by the HEOP staff on an individual or group basis to assist you with any problems that may interfere with your academic work. You will receive the following types of counseling:

**Academic** - The HEOP counselor will assist you in selecting your academic major and courses. You will have a reduced course load during your first semester. You are also given an extra year of eligibility to graduate.

**Personal** - Adjustment to college life often presents many new challenges for HEOP students. Counseling helps you develop your self-confidence, identity, and a positive attitude about learning.

**Career** - Students are often undecided about what to do after graduation. The HEOP staff will assist you in making career choices. Career counseling will help you in selecting the necessary courses to prepare you for employment or postgraduate study.

### **Pre-First Year Summer Program**

Entering students are required to attend a 4-week summer program prior to the start of their freshman year. The summer program is designed to orient students on college life, initiate a program of academic skills building, and acquaint the student with the Higher Education Opportunity Program, its services and staff, and fellow classmates. Students will commute to campus while participating in this program.