

**Vice Chancellor for Budget and Finance  
Office of the University Controller  
Attachment A**

**CUNY Institutional Waiver Program (CIWP)  
Awarding Guidelines**

Each College has received a budget allocation to be used for fiscal year 2009-2010 Tuition Waivers. These waivers are specifically for students who could have difficulty funding the tuition increase and, thus, may be at risk of maintaining their matriculation. The allocation is intended to cover waivers in the fall and spring semesters.

**Citizenship Requirements**

Students are required to be U.S citizens, eligible non-citizens (including permanent residents), international students with an F-1 student visa, or undocumented students who are eligible for in-State tuition

**Application**

U.S citizens and eligible non-citizens are required to complete the FAFSA application in order to establish eligibility for the program. Students who are required to submit additional documentation must comply with this request prior to the awarding of the waiver.

International and undocumented students are not required to submit a FAFSA application. They will be required to complete a CUNY student financial aid application prior to awarding of aid. This form will be available on the CUNY website and at the individual colleges.

**Eligibility**

The following students will be considered for funding in order of unmet need:

- Undergraduate and Graduate students who are U.S citizens or eligible non-citizens;
- Have an Expected Family Contribution (EFC) of less than 6100;
- Have tuition charges which are not completely covered by financial aid grants or scholarships such as TAP, Pell, Vallone, and institutional funds.

Central Office (OSFA) will run reports for the Colleges identifying potentially eligible students.

International students who are in their first semester at CUNY are ineligible for this waiver. Continuing International students and undocumented students receiving no other scholarships will be considered. Their awards will be based on the information provided on the CUNY Student Financial Aid Application and awarded by each College Financial Aid Office.

**Awards**

All waivers will be awarded by the Colleges. It is expected that waivers will be equal to about one-half of the tuition increase - \$150 per semester at the senior colleges for both undergraduate and graduate students and \$85 per semester at the community colleges. However, colleges will have the ability to increase the awards in certain circumstances, but should consider the availability of resources and the degree of need.

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**Payment**

All awards must be recorded in the FAPINQ09 system as optional aid using code IWP. The awards will be recorded on the SIMS system as source code **CY**. The waiver will be applied directly to tuition and any refunds due to students will be paid by the College Bursar.

These awards will be recorded in the Bursar's Office as regular tuition waivers and reimbursement will be made in the same manner as other tuition waivers are paid to the college.