



Category:  
Student Affairs

Responsible Office:  
[Enrollment Management](#)

**Procedure Title:**  
State University Student Assistance (SUSTA)

Document Number:  
3402

Effective Date:  
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This procedure item applies to:  
State-Operated Campuses

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## Summary

This procedure describes how State University of New York Student Assistance (SUSTA) funds are distributed by campuses to eligible students.

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## Process

### A. Campus Eligibility and Accounting Procedures

The state-operated campuses that receive allocations are eligible to distribute SUSTA funds:

1. Allocations are based on each campus's share of all students at state-operated campuses who receive the maximum New York State Tuition Assistance Program (TAP) award.
2. When available, these funds are posted to the University Accounting System under University-wide account number 181581-xx.
3. SUSTA funds which have not been distributed to students during the academic year for which they have been allocated will be stabilized in a SUNY System Administration account. At the discretion of the Chancellor's designee, these stabilized funds may be reallocated to campuses for use in other academic years to award funds to eligible students in accordance with SUSTA guidelines.

### B. Student Eligibility

1. Each campus must establish and consistently implement written eligibility guidelines and retain documentation of student eligibility according to those guidelines. Campus guidelines must include the following:
  - All full-time undergraduates may be eligible;
  - SUSTA recipients must meet the income eligibility requirements and otherwise be eligible for TAP;
  - No student is automatically entitled to SUSTA; and
  - SUSTA funds must be targeted to low and middle income students with unmet financial need and to minimize excessive debt load.
2. A limited number of professional students at Buffalo Pharmacy and Law are also eligible for the program.

3. The campus must retain student eligibility documentation sufficient to support the program in the event of an audit.

**C. Award**

1. The maximum amount is \$500 per semester or the equivalent for other terms.
2. Funds may be used for any direct or indirect cost of attendance allowance as determined by campus financial aid procedures.
3. In combination with other student financial aid funds, the SUSTA award may not exceed the total cost of attendance.

**D. Information**

For more information contact the [Office of Financial and Enrollment Policy](#) at 518-443-5474.

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**Forms**

There are no forms relevant to this procedure.

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**Related Procedures**

There are no related procedures relevant to this procedure.

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**Other Related Information**

Information about the New York State Tuition Assistance Program may be accessed from the [NYS Higher Education Services Corporation](#).

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**Authority**

[Supplemental Tuition Awards \(8 NYCRR Part 301\)](#)

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**History**

There is no history relevant to this procedure.

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**Appendices**

There are no appendices relevant to this procedure.

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