

# On Track to Qualify? Get Ready to Put Your APS Award to Work!

To get the APS, you must file a FAFSA and be admitted (attending at least half time) to a qualifying program.  
 The Collegiate APS Award can be used for certificate or degree programs.

## INITIAL AWARD CHECKLIST

## IMPORTANT TIPS:

My Institution

Institution: Major/Program: Program Full-Time Eligible? Yes No Advisor Contact:	All participating Alaska institutions are listed at <a href="http://APS.alaska.gov">APS.alaska.gov</a> Meet with an enrollment or academic advisor and make sure he or she knows your plans include the APS.	<b>ORIENTATION TIP:</b> Sign up for your institution's New Student Orientation - learn about resources to help you succeed and connect to the campus community.
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Admissions

Admissions Application Deadline: Admissions Requirements: Accepted? Yes No Conditions: Conditions Completed? Yes No N/A	Before the deadlines – Complete your application, pay any fees, and provide all required documents. Once accepted, let the institution know you plan to attend. Conditional admission means you still must complete the process – submit final high school transcripts immediately after you graduate and meet any other conditions promptly.	<b>HOUSING TIP:</b> At some institutions, housing fills up fast, so if you plan to live on campus, be sure to submit your housing application early, too.
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Financial Aid

FAFSA Filed? Yes No Date Filed: Financial Aid Deadline: Financial Aid Advisor Contact: Notified of Intent to Enroll? Yes No	File your FAFSA as soon as possible but no later than June 30 (APS deadline). File by your institution's financial aid deadline to be considered for more financial aid. Accept (or decline) the financial aid outlined in the school's award notice. Your APS may not appear in the first award notice. Tell your financial aid staff you plan to enroll using an APS. If you have significant other grant or scholarship aid, your APS amount may be affected – your financial aid staff can help with any questions.	
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Courses

Date Course Registration Opens: Financial aid certification window: # of credits registered for: Deadlines to add/drop courses:	Don't wait to register for classes! Sign up as soon as registration opens. Early registration is critical to get the right classes. If you need English and/or Math placement tests, take them as early as you can. Find out your school's financial aid certification or census date. Before that date, register for 12 or more credits to receive a full-time APS award for that semester. Remember, 15 credits – the real full-time – will help you stay on track and meet APS continuing eligibility requirements.	
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## Now that you have the APS Award – Keep it!

**My high school graduation date: + 6 years = My APS expiration date:**  
 An APS can be used for no more than 8 semesters/12 quarters (4 academic years), for full-time or half-time attendance.

A new FAFSA must be filed every year: Year 1: Year 2: Year 3: Year 4:

Continuing Eligibility

Cumulative GPA & Credits Completed	Satisfactory Academic Progress Requirements
<b>Year 1:</b> Semester: ___ credits ___ GPA Final: ___ credits ___ cumulative GPA <b>Year 2:</b> Semester: ___ credits ___ GPA Final: ___ credits ___ cumulative GPA <b>Year 3:</b> Semester: ___ credits ___ GPA Final: ___ credits ___ cumulative GPA <b>Year 4:</b> Semester: ___ credits ___ GPA Final: ___ credits ___ cumulative GPA	During your 1st year, earn: 24 semester credits (12 if half-time) a 2.0+ cumulative GPA During future years, earn: 30 semester credits (15 if half-time) a 2.5+ cumulative GPA As a graduate student, earn: a 2.5+ cumulative GPA

*You must also meet any satisfactory academic progress requirements of your postsecondary institution and program.*

**Note:**  
 Students attending half time (at least six credits) receive a reduced award. If you switch from half-time to full-time status (or vice versa), the minimum credits you must earn depends on the award – half time or full time – you receive for each term.



**Sign up for an Alaska Student Aid Portal (ASAP) account to monitor your APS eligibility and usage online.**

Visit [APS.alaska.gov](http://APS.alaska.gov)



# On Track to Qualify? Get Ready to Put Your Award to Work!

To get the APS, you must file a FAFSA and be admitted (attending at least half time) to a qualifying program. Career & Technical APS Awards are for certificate programs and cannot be used for associate or other degrees.

## INITIAL AWARD CHECKLIST

## TIPS:

My Institution

Institution:	<p>The CTE APS is for qualifying Alaska career and technical certificate programs. Participating institutions and eligible programs are listed online at <a href="http://APS.alaska.gov">APS.alaska.gov</a>. Programs requiring fewer than 24 credits, or less than 30 clock hours per week for at least 12 weeks may be eligible for half-time awards.</p> <p>Occupational Endorsement Certificates (OECs) and private pilot programs are not eligible.</p> <p>Meet with an enrollment or academic advisor and let them know you plan to attend with an APS.</p>
Major/Program:	
Program Full-Time Eligible? Yes No	
Advisor Contact:	

Admissions

Admissions Application Deadline:	<p>Before the deadlines – complete the application, pay any fees, and provide all required documents.</p> <p>Once accepted, let the institution know you plan to attend.</p> <p>Conditional admissions means you still must complete the process– submit final high school transcripts immediately after you graduate and meet any other conditions promptly.</p>	<p><b>HOUSING TIP:</b></p> <p>At some institutions, housing fills up fast, so if you plan to live on campus, be sure to submit your housing application early, too.</p>
Admissions Requirements:		
Accepted? Yes No		
Conditions Completed? Yes No N/A		

Financial Aid

FAFSA Filed? Yes No Date Filed:	<p>File your FAFSA as soon as possible but no later than June 30 (APS deadline). Be sure to file by your institution's financial aid deadline to be considered for more financial aid.</p> <p>Accept (or decline) the financial aid outlined in the school's award notice. Your APS may not appear in your first award notice. Tell your financial aid staff you plan to attend using an APS. If you have significant other grant or scholarship aid, your APS amount may be affected – your financial aid staff can help with any questions.</p>
Financial Aid Deadline:	
Financial Aid Advisor Contact:	
Notified of Intent to Enroll? Yes No	

Courses

Date Course Registration Opens:	<p>Make sure you are registered for sufficient credits/clock hours. If you are responsible for registering for your own classes, register as soon as course registration opens. If you need English and/or Math placement tests, take them as early as you can – and remember to prepare for them!</p> <p>If you're in a credit-based program, find out your school's financial aid certification deadline. Before that date, register for 12 or more credits to receive a full-time APS, or 6 to 11 credits for a half-time APS.</p>
Financial aid certification window:	
# of credits registered for:	
Deadlines to add/drop courses:	

## Now that you have the APS Award – Keep it!

My high school graduation date: + 6 years = My APS expiration date:

Continuing Eligibility

Cumulative GPA & Credits Completed	Satisfactory Academic Progress Requirements
<p><b>Credit-Based Certificate Program:</b></p> <p>Semester: ____ credits ____ GPA</p> <p>Final: ____credits ____ cumulative GPA</p>	<p><b>In a credit-based certificate program, earn:</b></p> <ul style="list-style-type: none"> <li>⊕ 24 semester credits for a full-time award</li> <li>⊕ 12 semester credits for a half-time award</li> <li>⊕ a 2.0+ cumulative GPA</li> </ul>
<p><b>Non-Credit-Based Certificate Program:</b></p> <p>Clock Hours: _____</p> <p># of Weeks: _____</p>	<p><b>In a non-credit based certificate program, attend:</b></p> <ul style="list-style-type: none"> <li>⊕ at least 30 clock hours per week for not less than 12 weeks for a full-time award</li> <li>⊕ at least 15 clock hours per week for not less than 6 weeks for a half-time award</li> </ul>

You must also meet applicable satisfactory academic progress requirements of your postsecondary institution and program.

NOTE: Only one year of an award will be made for a single career and technical certificate program, regardless of program length. The CTE APS award cannot be used for other degree types, such as associate's or bachelor's. Occupational endorsement certificates and private pilot's programs are also not eligible.

You may use the CTE APS to complete consecutive certificate programs. An APS may be used for no more than 8 semesters/12 quarters (4 academic years), for full-time or half-time attendance.



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