

## Application for Participation

### State Aid for High Needs Nursing Programs for Certain Independent Institutions of Higher Learning (High Needs Nursing)

To apply for participation in the High Needs Nursing program, an institution must be in full compliance with all NYS Higher Education Reporting Requirements (see page 2). NOTE: Not all reports are required from every institution. If you have questions regarding your institution's reporting obligations, please contact [higheredsupport@nysed.gov](mailto:higheredsupport@nysed.gov).

A written request and the additional materials listed below should be submitted no later than September 15<sup>th</sup> for the current year's program to:

NYS Education Department  
Office of Access, Equity, and Community Engagement Services  
High Needs Nursing Program  
89 Washington Ave, EBA 960  
Albany, NY 12234

Questions may be directed to [kiap@nysed.gov](mailto:kiap@nysed.gov) or 518-486-5202.

Lists of additional materials:

#### **For institutions already participating in the Bundy Aid program:**

- Only the written request needs to be submitted, unless information on the Constitutional Eligibility Questionnaire, institution's constitution, and by-laws, and/or members of the institution's governing body have changed since applying for Bundy Aid

#### **For institutions NOT participating in the Bundy Aid program:**

- A completed copy of the Constitutional Eligibility Questionnaire (see page 3).
- A copy of the institution's constitution and by-laws.
- A list of the members of the institution's governing body with a brief biographical sketch.

Upon receipt of these materials, the institution's eligibility status will be determined by the High Needs Nursing Review Committee. The Committee reserves the right to request any additional information and/or materials needed to make the eligibility determination.

## NYS Higher Education Reports (complete listing)

- Audited Financial Statement
- Article 129-A and Article 129-B Certification of Compliance
- BUNDY Summary Budget (BUNDY Participants Only)
- My Contacts
- Enrollment of College Students with Disabilities
- Certification of Earned Degrees Conferred (BUNDY Participants Only)
- Estimate of Earned Degrees Conferred (BUNDY Participants Only)
- BUNDY Statement of Use (BUNDY Participants Only)
- Directory of Off-Campus Instructional Locations
- Faculty Diversity (BUNDY Participants Only)
- CTEA-1: Performance Measures for Credit Bearing Career and Technical Education Programs
- CTEA-2: Performance Measures for Non-Credit Bearing Career and Technical Education Programs
- Article 129-B “Enough is Enough” Annual Aggregate Data Report
- College Catalog
- Certification of Nursing Program Enrollment (For High Needs Nursing Program participants only)
- High Needs Nursing Statement of Use (For High Needs Nursing Program participants only)
- Student Financial Aid
- Institutional Activity
- Fall Enrollment
- Full-Time Undergraduate Transfer Enrollment
- Residence and Migration of College Students
- Admissions and Academic Preparation
- Graduation
- Retention

For questions concerning the submission of these reports please see the NYS Higher Education Data System Instruction Manual or contact [higheredsupport@nysed.gov](mailto:higheredsupport@nysed.gov).

# State Aid for High Needs Nursing Programs for Certain Independent Institutions of Higher Learning (High Needs Nursing)

## Constitutional Eligibility Questionnaire

Please complete the following questionnaire:

1. Is the institution wholly or in part under the control or direction of any religious denomination?
2. Does the institution receive financial assistance from any religious body?
3. Do the policies of the institution with respect to the selection of members of its governing board, its administrative officers or its faculty provide that the faith or creed of a candidate shall be relevant in any way to his selection?
4. Do the policies of the institution with respect to the admission of students provide that the faith or creed of an applicant shall be relevant in any way to his admissibility to the institution?
5. Do the policies of the institution with respect to the awarding of scholarships, fellowships or other financial assistance to its students provide that the faith or creed of an applicant shall be relevant in any way to the awarding of such assistance?
6. Is any denominational tenet or doctrine taught in the institution?
7. Does the institution award any degree or degrees in the field of religion?
8. Does the institution include within its structure, or is it affiliated with, any seminary or school of theology?