IMPORTANT NEWS

CHECKING THE STATUS OF YOUR FINANCIAL AID AWARDS

After you have applied and submitted your financial aid applications, you will receive electronic responses for each financial aid application you file. Based on the instructions contained in the responses, you may have to meet certain requirements before the Financial Aid Office knows if you qualify. Following up on your applications is an important part of your responsibilities as a financial aid applicant. Especially, if you are selected for verification. Failure to submit requested verification documents in a timely fashion may result in loss of aid or out-of-pocket payment in order to avoid cancelation of registered classes.

This booklet covers several websites you should review to check on your financial aid applications and understand your awards for the Summer 2013, Fall 2013 & Spring 2014 semesters.

- Viewing your Student Aid Report at FAFSA.GOV
- Viewing your TAP status at HESC.NY.GOV
- Viewing Your Award Status on eFAP at the CUNY Portal
- What Is Verification & How Does It Affect You?
- Viewing your Pending Financial Aid Awards and Payments in CUNYfirst Self-Service
Viewing Your Student Aid Report (SAR) at FAFSA.GOV

After you submit your Free Application for Federal Student Aid (FAFSA), you’ll get a Student Aid Report (SAR) that summarizes the information you provided on your FAFSA. If you provided an email address on your FAFSA, you will receive an electronic response called a Student Aid Report in 3-5 days after you submit your FAFSA.

If you did not provide a valid e-mail address on your electronic or paper FAFSA, or did not use a PIN to sign, you will receive a paper SAR from the Federal Processor in 3 to 4 weeks. If there are errors or your information is incomplete, your SAR will indicate what you must do to resolve the error. Review your Student Aid Report carefully to make sure it’s correct and complete.

Although you are not required to submit your SAR to the Financial Aid Office, you should always have a printed SAR in your records.

There are certain instances when you should bring your SAR to the college:

- You did not indicate Brooklyn College as one of your school choices on your original FAFSA. In this instance, your SAR will contain a Data Release Number (or DRN) that our office will need to access your application information electronically.

- **Brooklyn College FAFSA/federal school code: 002687**

- You wish to make corrections or changes to the information on your SAR. A financial aid counselor can go over the SAR with you, and, should corrections be necessary, submit those corrections electronically. You will receive a new SAR confirming that all the corrections have been made.

- You have unusual circumstances or a change in your economic situation that you want the Office of Financial Aid to know about.

You have a bill payment deadline but your award status hasn't been finalized. The Bursar may be able to use the SAR information to make an award estimate for registration purposes.
An Example of a Student Aid Report (SAR):

The SAR summarizes the information you submitted on your 2012-2013 Free Application for Federal Student Aid (FAFSA).

**Comments About Your Information**

Based on the information we have on record for you, your EFC is 7256. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work study, and possible funding from your state and school.

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

If you have not completed your 2011 tax return, you should correct your information to reflect the income and tax information reported on your tax return. Click ‘Make FAFSA Corrections’ on the ‘My FAFSA’ page to make the correction. You may be able to retrieve your tax return information directly from the IRS. If you have not yet completed your tax return, you must correct this SAR to reflect the income and tax information reported on your tax return once it is filed.

If you need to make corrections to your information, click ‘Make FAFSA Corrections’ on the ‘My FAFSA’ page. You must use your Federal Student Aid PIN to access your record online. If you need additional help with your SAR, contact your school’s financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If your mailing address or e-mail address changes, you can make the correction online or call 1-800-4-FED-AID and ask a customer service representative to make the change for you.

**FAFSA Data**

Assumed fields, based on the data you entered, are marked with an ‘*’ (asterisk) sign:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student’s Last Name:</td>
<td>JOHNSON</td>
</tr>
<tr>
<td>2. Student’s First Name:</td>
<td>ANNA</td>
</tr>
<tr>
<td>3. Student's Middle Initial:</td>
<td>M</td>
</tr>
<tr>
<td>4. Student’s Permanent Mailing Address:</td>
<td>120 HOMETOWN STREET</td>
</tr>
<tr>
<td>5. Student’s Permanent City:</td>
<td>ANYTOWN</td>
</tr>
<tr>
<td>6. Student’s Permanent State:</td>
<td>MA</td>
</tr>
<tr>
<td>7. Student’s Permanent ZIP Code:</td>
<td>02116</td>
</tr>
<tr>
<td>8. Student’s Social Security Number:</td>
<td>XXX-XX-8769</td>
</tr>
<tr>
<td>9. Student’s Date of Birth:</td>
<td>03/04/1994</td>
</tr>
</tbody>
</table>
Viewing your TAP status at HESC.NY.GOV

About 3 weeks after submitting your application, you will receive an email notification of your award from New York State Higher Education Services Corporation (HESC). This notice will indicate the amount of TAP you can expect to receive at Brooklyn College each term. HESC also notifies the college of your TAP award so you don’t have to return anything to the college.

Before your TAP award can be credited to your Brooklyn College account for any given semester, the college must first determine whether or not you meet the State’s requirements for full-time or part-time enrollment and good academic standing. If you do not meet one or more of these enrollment and progress criteria for TAP eligibility, you will not be able to use your TAP award for that term.

If you have not heard from TAP after 4 to 6 weeks, you may check your application or award status using HESC’s TAP Online Status Check at hesc.ny.gov

You can use the New York Higher Education web site to check the status of your Tuition Assistance Program (TAP) grant.

You can view the following:

- Check the dollar amount of grant per semester
- See if there is a problem with your TAP application
- **Change the TAP college code to CUNY Brooklyn College (1410)**
- Complete online Change Form or Request For Information Form
- Request a duplicate TAP application
HESC’s Applying for TAP features (make sure to click “Check TAP Status”):

After securely logging into your HESC TAP account, you will have the opportunity to check your TAP Award Status.

TAP Award Status

To check the status of your TAP award, simply select the Academic Year and click the View TAP Award Status button.
Viewing Your Award Status on eFAP at the CUNY Portal

The CUNY Portal is a gateway to CUNY applications, services and CUNY resources. With a single sign on you can access many CUNY services.

To access your financial aid information online, you must have a CUNY Portal account. If you do not have a CUNY Portal account, you can register at CUNY.edu. If you have difficulties, please contact the Student Helpdesk (at 212-220-8002).

By accessing the CUNY Portal “eFAP” service, students can check on their financial aid application and award status.
Features of "eFAP":

You can access the Application Status Page from the menu on the left side bar. By choosing the Awards Page link in any section on this page you could view your estimated financial aid award amounts.

The Application Status Page, lets you check the status of your FAFSA and TAP applications.

**Free Application for Federal Student Aid (FAFSA)**
Your FAFSA application data is complete. Check the Awards Page for more information.

**New York State Tuition Assistance Program (TAP)**
We have not yet received notification from HESC that you filed a TAP application. Go to [www.hesc.org](http://www.hesc.org) for more information.

**CUNY Financial Aid Supplement**
You have filed a CUNY Financial Aid Supplement. If you need to make any changes, please contact the Financial Aid Office.

If your applications are not complete, eFAP will provide instructions on how you can resolve application errors. In the example above, the student did not apply for New York State aid and needs to access hesc.ny.gov to complete the TAP application.
The Award Summary page can also be accessed by using the left-side navigation bar. This screen will display your Federal Pell, and New York State TAP award amounts. Additional awards will also display such as Work Study, Perkins Loans, Direct Federal Loans and the Federal Supplemental Educational Opportunity Grant (FSEOG).

The amount of Pell and TAP grants for different course loads will also be displayed. This will show the changes that will occur if you drop or add courses.

If you are not eligible for a TAP award or a Pell grant, eFAP will display the reason(s).

**What Is Verification & How Does It Affect You?**

The federal government uses a process called verification to help determine the correctness of the financial information on your FAFSA. When applications are selected for verification, the Financial Aid Office must collect certain documents from you and your family and match them against the information you provided on your FAFSA. If your application needs to be verified, the Financial Aid Office will send you a letter and an e-mail asking you to provide documentation of your application information and complete a "Verification Worksheet". You will have to submit the requested items of documentation before you receive any payments of federal financial aid.
Claiming Your CUNYfirst Account

To view your financial aid payments and pending financial aid in your Student Self-Service, you must first claim your CUNYfirst Account.

To claim your CUNYfirst Account:

1. Go to: https://home.cunyfirst.cuny.edu and click "First time users"

2. Enter the required information and click OK

3. Select your Challenge Questions and Answers – you need five of them.

4. Choose Your Password then confirm it by reentering your password.

Password Requirements: at least 8 characters long, at least 1 uppercase letter AND at least one numeric OR one special character. Keep in mind that your password will expire every 90 days so you will need to create a new password at that time.

5. Your CUNYfirst account is now activated. You will get a confirmation page.
Viewing Your Pending Financial Aid Payments on CUNYfirst Self Service

The following steps provide instructions on how to view your pending financial aid and past financial aid payments in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu)

**STEP# 2:** Select **HR/Campus Solutions** from the left menu

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**

**STEP# 4:** In the Finances section, click the Account Inquiry link to see the details of the Account Summary.

![Account Inquiry screenshot](image.png)
IMPORTANT NOTE: Financial Aid information will be available 1 to 2 business days after your registration activity. If you have pending financial aid that will cover your tuition and fee charges in full, you do not need to proceed with the additional payment steps during registration.

STEP# 5: Under the Account Inquiry Tab, you will be able to view a “pending financial aid sub-tab” with your pending award amounts.

<table>
<thead>
<tr>
<th>Award</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GD Fees</td>
<td>2012 Fall</td>
<td>69.05</td>
</tr>
<tr>
<td>Federal SEOG</td>
<td>2012 Fall</td>
<td>200.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>2012 Fall</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Federal SEOG</td>
<td>2013 Spring</td>
<td>200.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>2013 Spring</td>
<td>312.50</td>
</tr>
<tr>
<td>Total Pending Financial Aid for this view</td>
<td>2,344.05</td>
<td></td>
</tr>
</tbody>
</table>

STEP# 6: After your pending financial aid has been disbursed, you will see the payment under the “payments” sub-tab.

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payment Type</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2012</td>
<td>Subsidized Direct Loan</td>
<td>2,239.00</td>
</tr>
<tr>
<td>03/01/2012</td>
<td>Unsubsidized Direct Loan</td>
<td>2,985.00</td>
</tr>
<tr>
<td>Total Past Due Payments for this view</td>
<td>5,224.00</td>
<td></td>
</tr>
</tbody>
</table>
For More Information

Learn more about the opportunities available to finance your college education by visiting BC’s Office of Financial Aid Website at http://www.brooklyn.cuny.edu

Do you have a question about your financial aid application or award status?

E-mail us at: finaid@brooklyn.cuny.edu and we will respond promptly to your inquiry (usually by the next business day).

- Enrollment Services Center (ESC)
- Financial Aid Scheduling Tool (F.A.S.T.) Appointments can be made by logging on to the BCWebCentral portal.
- West Quad Center (WQC)

College Contact Information

Office of Financial Aid                ESC                718-951-5051
Financial Aid Counseling              F.A.S.T.            718-758-8313
Admissions Office                    2nd Floor WQC      718-951-5001
Bursar’s Office                      ESC                718-951-5200
Registrar’s Office                   ESC                718-951-5441
Scholarship Office                   Room213 WQC       718-951-4796