



Dear student,

Congratulations! You were awarded Federal Work-Study (FWS) for the 2011 – 2012 academic year

To be eligible for placement, review these basic requirements listed below.

1. File the 2011-2012 FAFSA and indicate your interest in the Federal Work Study Program.
2. Register and maintain a minimum of six (6) credits in your division of matriculation.
3. Have your bill paid in full for the current semester.
4. Be in good academic standing.
5. Not owe a repayment of any financial aid funds.

Placement procedures for eligible students:

Make an appointment for Federal Work-Study placement:

1. Log on to: **BC WEBCentral Portal**
2. Go to **eServices Tab / Schedule an Appointment**
3. Click: **Financial Aid Specialists Tool (F.A.S.T.)**
4. Click: **Federal Work Study (FWS) Placement**
5. Choose an appointment that fits your schedule with one of the FWS Program Assistants (*Allow a minimum of 1 hour to review job listings and arrange interviews*)

Students who participated in the FWS Program at Brooklyn College for the 2010--2011 academic year are exempt from the Online Orientation. All other students must bring the completed FWS Orientation Questions with them to their job placement appointment.

To access the Online Orientation please go to:

- <http://www.brooklyn.cuny.edu/pub/index.php>
- Choose: **Financing Your Education** from the **Quick Links** drop down menu on the bottom left hand side of the screen
- On the left hand side, choose: **Financial Aid Programs for Undergraduate Students or Graduate Students**
- Scroll to the bottom of the page and click: **Federal Work Study**
- Click: **Federal Work-Study Program Orientation**
- Click: **Orientation Review Questions** and print questions.
- View the Orientation and answer questions- bring to placement appointment.

Please report to the West Quad Center (Room 302) for your job placement appointment. You must bring: **FWS Placement Packet (print from website), your validated Brooklyn College ID Card, completed FWS Orientation Review Questions, resume, U.S. Social Security Card and Permanent Resident Card (if applicable) or U.S. Passport. All documents must be current (not expired) and the name must match your information on file with Brooklyn College.**

Unable to participate, choose one option below and return this form to Enrollment Services Center: Financial Aid Section (West Quad Center, 1st floor) or return via U.S. mail or fax to (718) 951-4778.

To: Ms. Millicent Grant

Check:

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Defer FWS award: Request to work Spring 2012

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Decline FWS award: Refusing work for 2011-2012 academic year

Print Name: _____ Social Security # xxx-xx-_____
(Last 4 Digits)

Telephone #: _____ Email: _____

Signature _____ Date _____

Office of Financial Aid

Brooklyn College of the City University of New York
2900 Bedford Avenue Brooklyn, New York 11210. Telephone (718) 951-5178 Fax (718)951-4778