# **General Inquiries**& Document Submission

If you have a general financial aid inquiry or if you are submitting documents to our office, visit the Financial Aid counter at the ESC (Enrollment Services Center) located in the lobby of the West Quad Center. The ESC is Brooklyn College's one-stop shop for student services.



### **Schedule An Appointment with your Advisor**

The Office of Financial Aid offers 15-minute phone or in-person appointments to speak to their assigned advisor. Keep in mind that these appointments should not be made if you are submitting documentation. Submission of financial aid documents can be completed efficiently at the Enrollment Services Center.

To schedule an appointment with your advisor, log into your BC WebCentral Portal at https://portal.brooklyn.edu/

Click on *eServices > Schedule an Appointment > Financial Aid Scheduling Tool (FAST).* 



## **College Contact Information**

Office of Financial Aid @ ESC	Lobby West Quad Center	718-951-5051
Office of Admissions	222 West Quad Center	718-951-5001
Office of Bursar	Lobby West Quad Center	718-951-5200
Office of Registrar	306 West Quad Center	718-951-5441
Office of Scholarships	213 West Quad Center	718-951-4796



## GUIDE TO YOUR FINANCIAL AID INFORMATION IN CUNYfirst

Learn how to access, view, and manage the financial aid information in your CUNYfirst Student Center:



VIEW YOUR "TO DO" LIST & COMPLETE THE SUPPLEMENT FORM



VIEW YOUR FINANCIAL AID AWARDS & ACCEPT YOUR FEDERAL WORK-STUDY



VIEW YOUR PENDING FINANCIAL AID & YOUR REFUNDS



ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT



ENROLL IN A TUITION PAY PLAN & VIEW YOUR 1098-T FORM



**COMPLETE A DIRECT LOAN PROCESSING FORM** 



VIEW YOUR FEDERAL WORK-STUDY PAYCHECK AND W-2 FORM



After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your application record that must be finalized before you may receive a financial aid awards package.

STEP# 1: Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>.

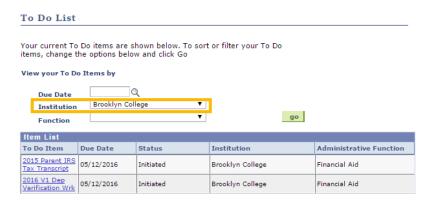
**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center.** In the **To Do List** section, you will see a list of outstanding items. Click the "more" link to see more information.



**STEP# 4:** Review the current outstanding items with your financial aid applications. You will need to sort and filter by institution to make sure you are viewing items related to your college.

**NOTE:** If you will be attending Brooklyn College, you are only required to resolve the items listed for Brooklyn College. It is not necessary to resolve items listed for other CUNY Colleges in order to finalize your financial aid or conducting other business at Brooklyn College.





If you want to request a direct loan for the award year, you must complete the Direct Loan Processing Form.

The following steps provide instructions on how to access the Direct Loan Processing Form in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>.

**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 **Direct Loan Processing Form** link.



**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.





If you have worked in the federal work-study program, you will receive a W-2 Form for the calendar year with your taxable earnings. The W-2 form will be mailed to you from the college and will be available for you to access in CUNYfirst.

The following steps provide instructions on how to view your federal workstudy W-2 forms in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu.

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

STEP# 3: Navigate to Self Service followed by Payroll & Compensation.

**STEP# 4:** Click the **View Work-Study W-2 Form**.

Vie	w W-2/W-	-2c Forms	;			
Revie	w your availab	le W-2 and W-2	c forms below	. Select the year en	d form that you would like to review.	
					View a Different Tax Year	
Select	Year End Fo	rm				🔼 1 of 1
<u>Tax</u> Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
Tour						

Form W-2 Wage and Tax Statement	2014	7 Social security tips	1 Wages, tips, other	compensation	2 Federal Inco	me tax withheld
c Employer's name, address, and ZIP code BOROUGH OF MANHATTAN CC	•	8 Allocated tips	3 Social security wag	0S	4 Social securi	ity tax withheld
199 CHAMBERS STREET		9	5 Medicare wages ar	d tips	6 Medicare tax	withheld
FINANCIAL AID OFFICE NEW YORK NY 10007		10 Dependent care benefits	11 Nonqualified plan	,	12a See instru	uctions for box 12
Employee's name, address, and ZIP code		13 Statutory Retirement Tar  b Employer Identification numb  a Employee's social security n			12b	
15 State Employer's state ID number NY	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local	income tax	20 Locality name
Copy B-To Be Filed With Employee's FE	DERAL Tax Return	This information is being furnished	to the Internal Revenue Service. OMB No. 1545-0008	'	Dept. of t Visit the IRS	he Treasury - IRS website at www.irs.gov/efile.

STEP# 5: Click the Year End Form to view and download a PDF version of your W-2 Form.

By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

**NOTE**: You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

Item List				
To Do Item	Due Date	Status	Institution	Administrative
2015 Parent IRS Tax Transcript	05/12/2016	Initiated	Brooklyn College	Financial Aid
2016 V1 Dep Verification Wrk	05/12/2016	Initiated	Brooklyn College	Financial Aid

The **To Do Item Detail** provides you instructions on how to complete the requirement. For example, your To-Do Item may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in a browser.

#### 2016 V1 Dep Verification Wrk

Aid Year:	2017
Academic Institution:	Brooklyn College
Administrative Function:	Financial Aid
Due Date:	05/12/2016
Contact:	Brooklyn College
Department:	Financial Aid Office
Phone:	718/951-5051
finaid@brookl	yn.cuny.edu

Brooklyn College

#### Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit a "2016-2017 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: http://www.cuny.edu/admissions/financialaid/FinancialAidForms/commonforms/20162017DEPV1.pdf



One of your "To Do" items will be to complete the Supplement Form. This is an application used by CUNY to determine potential eligibility for the New York State Aid to Part-Time Study (APTS) program. If you are interested in receiving supplemental aid, follow the below instructions:

STEP# 1: Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>.

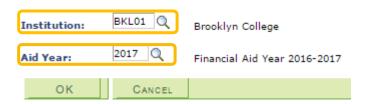
**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

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

**STEP# 4:** In the **Finances** section, click the **Supplement Form** link.



**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Specify the college and aid year you wish to view.



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If you have been placed in a Federal Work-Study job and have begun working, you can view your paystubs in CUNYfirst Self-Service.

The following steps provide instructions on how to view your federal workstudy paystubs in CUNYfirst Self-Service.

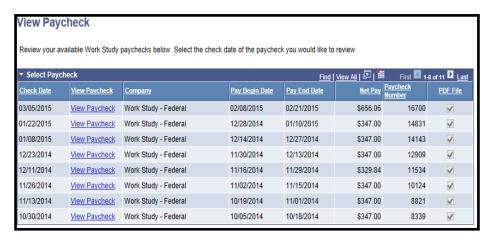
STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu.

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

**STEP# 3:** Navigate to **Self Service,** then **Payroll & Compensation.** 

**STEP# 4:** Click the **View Work-Study Paycheck** link.

The View Paycheck page will provide you details regarding each federal work-study paycheck and a link to access the PDF version of the paystub.

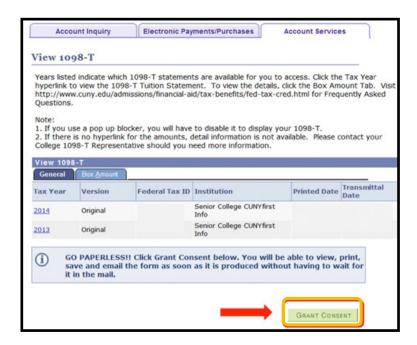


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**STEP# 5:** Select the Tax Year link to open the related Form 1098-T. You can download the Form 1098-T in PDF. Turn off your pop-up blocker to allow the form to appear in a new tab on the browser. "No Data Available" will appear next to the year if you are not eligible for a 1098T Form for that year

CTED		
Payments received for qualified turtion and related expenses     S     2 Amounts billed for qualified turtion and related expenses	OMB No. 1545-1574	Tuitior Statement
\$		
		Copy B  ☐ For Student
Adjustments made for a prior year	5 Scholarships or grants	This is importan tax information and is being furnished to the
6 Adjustments to scholarships or grants for a prior year	box 1 or 2 includes	Internal Revenue Service. This form
\$		
9 Checked if a graduate student	10 Ins. contract reimb./refu	
	Payments received for qualified utilizin and related expenses	Payments neowed for qualified tution and related expenses   S   Admonstration and related expenses   S   Amounts billed for qualified tution and related expenses   Form 1098-T   S   T   T   T   T   T   T   T   T

**NOTE**: CUNY offers a paperless Form 1098-T option. To access the paperless form, you must click on **Grant Consent** on the View 1098T page. By consenting to receive an electronic Form 1098-T, you will not receive future paper forms through the mail. If you do not select the electronic option, you will receive a paper Form 1098-T sent to the mailing address listed on CUNYfirst Self Service.



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Your Student Center provides information about your financial aid awards. These are listed for the entire academic year and also broken down by term.

**STEP# 1:** Login to CUNYfirst at 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 **View Financial Aid** link.



**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.



**STEP# 6:** On the **Award Summary** page, you will be able to view your awards for the entire academic year and for individual terms. You can access additional information through several hyperlinks which are explained on the following pages.

#### Federal Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

Aid Ye	ear				
Aw	vard Description	Category	Offered	Accepted	Loan Details
Fed	leral PELL Grant Fall	Grant	2,112.50	2,112.50	
Fed Spri	leral PELL Grant ing	Grant	2,112.50	2,112.50	
2 S	ubsidized Direct Loan	Loan	5,500.00	5,500.00	Loan Deta
2 U Loa	Insubsidized Direct In	Loan	2,000.00	2,000.00	Loan Deta
Aid	Year Totals		11,725.00	11,725.00	

Currency used is US Dollar.

Satisfactory Academic Progress

Full-Yr Financial Aid Summary
Loan Counseling

_			
Terms			
2016 Spring Term		View Scheduled Dis	bursement Dates
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,112.50	2,112.50
2 Subsidized Direct Loan	Loan	2,750.00	2,750.00
2 Unsubsidized Direct Loan	Loan	1,000.00	1,000.00
Term Totals		5,862.50	5,862.50
2015 Fall Term		View Scheduled Dis	bursement Dates
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,112.50	2,112.50
2 Subsidized Direct Loan	Loan	2,750.00	2,750.00
2 Unsubsidized Direct Loan	Loan	1,000.00	1,000.00
Term Totals		5,862.50	5,862.50
Currency used is US Dellas			

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.



## **VIEW YOUR 1098-T FORM**

CUNY is required by the Internal Revenue Service (IRS) to issue the Form 1098-T, Tuition Statement, to students who have made payments towards qualified tuition and related expenses within the reporting tax year. This information will help the students or parents of dependent students determine eligibility to claim the American Opportunity Tax Credit or Lifetime Learning Tax Credit. To find out more about Form 1098-T tax incentives, access IRS Publication 970, Tax Benefits for Higher Education, or visit www.cuny.edu/1098tfaq.

You cannot get a Form 1098-T statement if:

- You received federal grants, scholarships or third-party payments that met or exceeded your total tuition amount for the entire calendar year.
- You received loans to cover tuition for a particular semester, but the loans disbursed during a different calendar year.

The following steps provide instructions on how to view your 1098-T form in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>.

**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, select "**other financial...**" from the dropdown menu and click **View 1098-T**.



Full-Yr Financial Aid Summary



You may discover that your financial aid awards will not cover all your tuition and fee charges. The CUNY tuition payment plan allows you to arrange to pay your "out of pocket" tuition charges over a period of up to six months. This means that the burden of having to pay off your entire balance at the start of the academic term is reduced. Enrollment in the payment plan allows you to set up monthly payments with a credit/debit card or with electronic check.

The deferred payment plan is interest free benefit but there is an enrollment fee of \$95 per term. For students and their families who opt for direct withdrawals from their bank accounts, a discount will be provided which will lower the enrollment fee to \$40 per term

The following steps provide instructions on how to enroll in a tuition payment plan from CUNYfirst Self-Service:

STEP# 1: Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>.

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, select your institution and click Enroll/ Manage Payment Plan.



The link takes you to the Nelnet Tuition Pay Plan enrollment website. You need to complete the enrollment process and choose your payment method (credit/debit/electronic check).

**STEP# 7:** Click on the **Full-Yr Financial Aid Summary** link to see your **Estimated Financial Aid Budget** for the academic year.

Full-Yr Financial Aid Sun	nmary	
Federal Aid Year 2015-2016		
The information below is a calculation of	your estimated need.	
Estimated Financial Aid Budget	16,488.00	
Expected Family Contribution	<u>1,975.00</u> -	
Estimated Need	14,513.00	
Total Aid	6,871.90	
Currency used is US Dollar.		
This is your financial aid eligibility based costs, family contribution, and estimated	•	(budge

elect the term hyperlinks id Year			
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	1,912.50	1,912.50
Federal PELL Grant Spring	Grant	1,912.50	1,912.50
Initial Tap Spring	Grant	1,211.50	1,211.50
Initial TAP Waiver Spring	Grant	311.95	311.9
TAP Waiver Fall	Grant	311.95	311.9
TAP Fall	Grant	1,211.50	1,211.50
Aid Year Totals		6,871.90	6,871.90
	Satisfactory Aca	ademic Progress	
Full-Yr Financial Aid Summa			hursamant Datas
rms 2016 Spring Term	rx	View Scheduled Dis	
erms	Category		Accepted
erms 2016 Spring Term Award Description	Category	View Scheduled Dis	Accepted 1,912.50
erms 2016 Spring Term Award Description Federal PELL Grant Spring	Category Grant	View Scheduled Dis Offered 1,912.50	1,912.5( 1,211.5(
2016 Spring Term  Award Description  Federal PELL Grant Spring  Initial Tap Spring	Category Grant Grant	View Scheduled Dis Offered 1,912.50 1,211.50	1,912.50 1,211.50 311.90
2016 Spring Term  Award Description  Federal PELL Grant Spring  Initial Tap Spring  Initial TAP Waiver Spring	Category Grant Grant	View Scheduled Dis  Offered 1,912.50 1,211.50 311.95	Accepted 1,912.5( 1,211.5( 311.9) 3,435.95
Award Description Federal PELL Grant Spring Initial Tap Spring Initial TAP Waiver Spring Term Totals	Category Grant Grant	View Scheduled Dis  Offered  1,912.50  1,211.50  311.95  3,435.95	Accepted 1,912.5( 1,211.5( 311.9) 3,435.93 bursement Dates
Award Description Federal PELL Grant Spring Initial Tap Spring Initial TAP Waiver Spring Term Totals	Category Grant Grant Grant	View Scheduled Dis  Offered  1,912.50  1,211.50  311.95  3,435.95  View Scheduled Dis	Accepted 1,912.5( 1,211.5) 311.9: 3,435.9: bursement Dates Accepted
Award Description Federal PELL Grant Spring Initial Tap Spring Initial TAP Waiver Spring Term Totals Award Description	Category Grant Grant Grant Category	View Scheduled Dis Offered 1,912.50 1,211.50 311.95 3,435.95 View Scheduled Dis Offered	Accepted 1,912.5( 1,211.5( 311.9) 3,435.95
Award Description Federal PELL Grant Spring Initial Tap Spring Initial TAP Waiver Spring Term Totals 2015 Fall Term Award Description Federal PELL Grant Fall	Category Grant Grant Grant Category Grant	View Scheduled Dis  Offered  1,912.50  1,211.50  311.95  3,435.95  View Scheduled Dis  Offered  1,912.50	Accepted 1,912.5( 3,11.9) 3,435.9) bursement Dates Accepted 1,912.5(

**STEP# 9:** Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link.

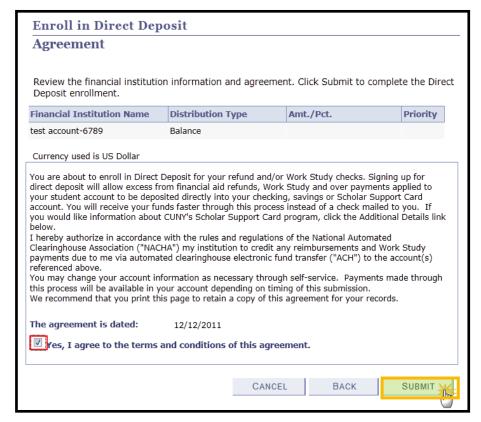
Terms .			
2014 Spring Term	View S	Scheduled Disburseme	ent Dates
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Federal SEOG Spring	Grant	175.00	175.00
Federal Work Study Spring	Work/Study	900.00	900.00
Term Totals		3,897.50	3,897.50
2013 Fall Term	View S	Scheduled Disburseme	ent Dates
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal SEOG Fall	Grant	175.00	175.00
Federal Work Study Fall	Work/Study	900.00	900.00
Initial TAP-Fall	Grant	2,050.00	2,050.00
Initial TAP-Fall			

The **Scheduled Disbursements** page displays the projected dates for disbursement of your financial aid awards into your student account.

**NOTE**: The scheduled disbursement dates listed here represent the <u>earliest</u> <u>date</u> those awards can be transferred into your CUNYfirst student account. Your actual disbursement date may be different and will appear when your financial aid is posted to your account. To view the actual disbursement

Financial Aid					
Scheduled Disburs	ements				
Federal Aid Year 2013-2	2014				
2013 Fall Term					
To view actual disbursements	to your finan	ncial account, access	Account In	quiry.	
Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Dish Date
		Aillouite			DISD Date
Federal PELL Grant Fall	Grant	1,411.25	0.00	1,411.25	08/19/2013
Federal PELL Grant Fall	Grant Grant			-	DISC DULL
Federal PELL Grant Fall		1,411.25		1,411.25	08/19/2013
	Grant	1,411.25 1,411.25	0.00	1,411.25 175.00	08/19/2013 09/23/2013

**STEP# 8**: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement "Yes, I agree to the terms and conditions of



this agreement." and click on **SUBMIT** button.



**STEP# 9:** The process to Enroll in Direct Deposit is complete!

**STEP# 6:** To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.



**STEP# 7:** On the **Enroll in Direct Deposit** panel, select the Account Nick-



name to designate as the direct deposit account and click **Next**.



You are required to either accept or decline certain types of financial aid awards, such as Federal Work-Study.

STEP# 1: Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>

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 **Accept/Decline Awards** link.



**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.



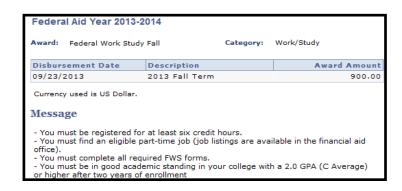
9

**STEP# 6:** Review your entire awards package. Most of your financial aid awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. If you are awarded Federal Work-Study, Federal Perkins Loan, or if you are a prepackaged with an Unsubsidized loan as a student enrolled in the Feirstein Master's program, you **MUST** accept your award(s) by checking the "Accept" checkbox next to each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** bottom at the bottom of the page.

**NOTE**: If you do not promptly indicate acceptance of your Federal Work-Study award, you risk losing it. If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

Last Updated: 12/11/2013 7:16:27PM Status: New Package						
Award	Category	Career	Offered	Accepted	Accept	Decline
<u>Federal Work Study</u> <u>Spring</u>	Work/Study	Undergraduate	900.00	900.00	<b>✓</b>	
Federal Work Study Fall	Work/Study	Undergraduate	900.00	900.00	~	
Federal PELL Grant Fall	Grant	Undergraduate	2,822.50	2,822.50	<b>~</b>	
Federal PELL Grant Spring	Grant	Undergraduate	2,822.50	2,822.50	<b>~</b>	
Initial TAP-Fall	Grant	Undergraduate	2,050.00	2,050.00	<b>~</b>	
Federal SEOG Fall	Grant	Undergraduate	175.00	175.00	<b>✓</b>	
Federal SEOG Spring	Grant	Undergraduate	175.00	175.00	<b>~</b>	
Total			9,845.00	8,045.00		
Currency used is US Doll	ar.	accept a	l decline al	ll clear al	l updat	e totals
						SUBMIT

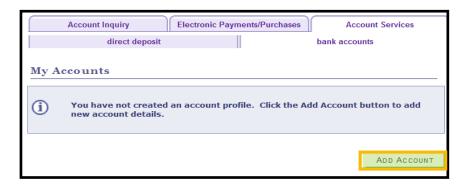
Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.





The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

- STEP# 1: Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>.
- **STEP# 2:** Select **HR/Campus Solutions** from the left menu.
- STEP# 3: Navigate to Self Service followed by Campus Finances.



#### STEP# 4: Click Manage My Accounts.

**STEP# 5:** On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the <a href="CUNY Scholar Support card site">CUNY Scholar Support card site</a> .					
Financial Institution Details					
Nickname Account type	Test Account  ✓  View Sample Check				
Routing Number	011000138 ANK OF AMERICA, N.A.				
Account Number	123456789				
Confirm Account Number	123456789				
Account Holder	Test T. Account				

The **Account Activity** page will display the activity occurring in your account for the academic year.



In this example, the Scholarship, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student account on January 20th. Refunds were processed the next day on January 21st. Student received the refund on January 25th. Similarly, a second Pell disbursement was made on March 2nd, followed by another refund on March 3rd. The student received that refund on March 6th.

#### **REMEMBER**

**Disbursement** - the transfer of funds into your CUNYfirst Student Account.

**Refund** - the return of funds to you that are not needed to pay your tuition and fees. Refunds are issued either as a direct deposit payment to your bank account or mailed to your home as a check. Refunds are made available to the student within 3-5 days after the date the refund posts to your account. You need to make allowances in your financial planning to account for the timeframe between the initial disbursement date and the date you may expect to receive your refund.



## **VIEW YOUR PENDING AID**

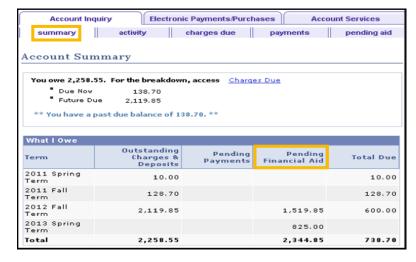
The following steps provide instructions on how to view your pending financial aid in CUNYfirst Self-Service.

**NOTE**: Financial aid that is "**pending**" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

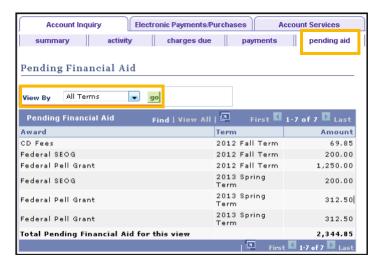
- STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu.
- STEP# 2: Select HR/Campus Solutions from the left menu.
- STEP# 3: Navigate to Self Service followed by Student Center.

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





**STEP# 5:** Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the "**pending aid**" subtab. If you have pending financial aid that covers your tuition and fee charges in full, you will not be required to make a payment to the Bursar.



**IMPORTANT NOTE:** Your financial aid awards will NOT appear on your **Account Summary** page for at least 3 business days after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will also not appear for 3-5 business days.



When your awards are disbursed to your CUNYfirst account, they will be applied to any unpaid tuition and fee charges. If you have a financial aid credit balance after the payment of your tuition and fees, you will receive a refund that will be electronically deposited to your personal bank account or sent to your home address in the form of a paper check.

Please note the difference between a disbursement and a refund: your financial aid is disbursed to your CUNYfirst account, not to you personally. Only after all charges on your account are satisfied will you see your refund. A refund appears on your CUNYfirst account 1-2 days after a disbursement is posted. You will receive that refund 3-5 days after it posts. Keep this timeframe in mind when doing your financial planning.

Detailed information about all disbursements and refunds can be seen on your **Account Activity** page. View your account activity information by doing the following:

STEP# 1: Login to CUNYfirst at 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 Activity** link from

the drop down menu.

