

## 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**



## VIEW YOUR "TO DO" LIST

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 <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**. 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.

### To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date

Institution

Function

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
<a href="#">2015 Parent IRS Tax Transcript</a>	05/12/2016	Initiated	Brooklyn College	Financial Aid
<a href="#">2016 V1 Dep Verification Wrk</a>	05/12/2016	Initiated	Brooklyn College	Financial Aid



## COMPLETE THE DIRECT LOAN PROCESSING FORM

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 <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 **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.

Institution:   Brooklyn College

Aid Year:   Financial Aid Year 2016-2017



## VIEW YOUR FEDERAL WORK-STUDY W-2 FORM

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 work-study 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**.

**View W-2/W-2c Forms**

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2014	WSF	W-2	01/30/2015	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>	<input checked="" type="checkbox"/>

**Form W-2 Wage and Tax Statement 2014**

**c** Employer's name, address, and ZIP code  
BOROUGH OF MANHATTAN CC  
199 CHAMBERS STREET  
FINANCIAL AID OFFICE  
NEW YORK NY 10007

**e** Employee's name, address, and ZIP code

**1** Wages, tips, other compensation

**2** Federal income tax withheld

**3** Social security wages

**4** Social security tax withheld

**5** Medicare wages and tips

**6** Medicare tax withheld

**7** Social security tips

**8** Allocated tips

**9**

**10** Dependent care benefits

**11** Nonqualified plans

**12a** See instructions for box 12

**12b**

**12c**

**12d**

**13** Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐

**14** Other

**b** Employer identification number (EIN)

**a** Employee's social security number

**15** State Employer's state ID number

**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 FEDERAL Tax Return This information is being furnished to the Internal Revenue Service. Dept. of the Treasury - IRS Visit the 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.

**NOTE:** If you have problems accessing your Federal Work-Study W-2 Form, please visit the Financial Aid Office

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
<a href="#">2015 Parent IRS Tax Transcript</a>	05/12/2016	Initiated	Brooklyn College	Financial Aid
<a href="#">2016 V1 Dep Verification Wrk</a>	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@brooklyn.cuny.edu](mailto:finaid@brooklyn.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/financial-aid/FinancialAidForms/commonforms/20162017DEPV1.pdf>



## COMPLETE THE SUPPLEMENT FORM

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 <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 **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.

**Institution:**   Brooklyn College

**Aid Year:**   Financial Aid Year 2016-2017



## VIEW YOUR FEDERAL WORK-STUDY PAYCHECK

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 work-study 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.

View Paycheck						
Review your available Work Study paychecks below. Select the check date of the paycheck you would like to review.						
Select Paycheck						
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
03/05/2015	<a href="#">View Paycheck</a>	Work Study - Federal	02/08/2015	02/21/2015	\$656.06	16700
01/22/2015	<a href="#">View Paycheck</a>	Work Study - Federal	12/28/2014	01/10/2015	\$347.00	14831
01/08/2015	<a href="#">View Paycheck</a>	Work Study - Federal	12/14/2014	12/27/2014	\$347.00	14143
12/23/2014	<a href="#">View Paycheck</a>	Work Study - Federal	11/30/2014	12/13/2014	\$347.00	12909
12/11/2014	<a href="#">View Paycheck</a>	Work Study - Federal	11/16/2014	11/29/2014	\$329.84	11534
11/26/2014	<a href="#">View Paycheck</a>	Work Study - Federal	11/02/2014	11/15/2014	\$347.00	10124
11/13/2014	<a href="#">View Paycheck</a>	Work Study - Federal	10/19/2014	11/01/2014	\$347.00	8821
10/30/2014	<a href="#">View Paycheck</a>	Work Study - Federal	10/05/2014	10/18/2014	\$347.00	8339

**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

Form 1098-T Tuition Statement. The form includes fields for filer's name, address, and contact information, as well as student's name, address, and social security number. It also contains sections for reporting payments received, amounts billed, and adjustments made. The form is marked as 'CORRECTED' and 'Form 1098-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.

View 1098-T page. The page shows a table with columns for Tax Year, Version, Federal Tax ID, Institution, Printed Date, and Transmittal Date. The table lists two entries for 2014 and 2013. Below the table, there is a note about paperless forms and a 'GRANT CONSENT' button highlighted with a red arrow.



## VIEW YOUR FINANCIAL AID AWARDS

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.

Finances menu. The menu includes links for My Account, Account Inquiry, Financial Aid, View Financial Aid, Direct Loan Processing Form, Supplement Form, and other financial... The 'View Financial Aid' link is highlighted with a yellow box.

**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.

Select Aid Year to View page. The page shows a table with columns for Aid Year, Institution, and Aid Year Description. The table lists two entries for 2017 and 2016. The '2017' link is highlighted with a yellow box.



**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 Year				
Award Description	Category	Offered	Accepted	Loan Details
Federal PELL Grant Fall	Grant	2,112.50	2,112.50	
Federal PELL Grant Spring	Grant	2,112.50	2,112.50	
2 Subsidized Direct Loan	Loan	5,500.00	5,500.00	<a href="#">Loan Det</a>
2 Unsubsidized Direct Loan	Loan	2,000.00	2,000.00	<a href="#">Loan Det</a>
<b>Aid Year Totals</b>		<b>11,725.00</b>	<b>11,725.00</b>	

Currency used is US Dollar.

[Satisfactory Academic Progress](#)

[Full-Yr Financial Aid Summary](#)

[Loan Counseling](#)

#### Terms

##### 2016 Spring Term

[View Scheduled Disbursement 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
<b>Term Totals</b>		<b>5,862.50</b>	<b>5,862.50</b>

##### 2015 Fall Term

[View Scheduled Disbursement 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
<b>Term Totals</b>		<b>5,862.50</b>	<b>5,862.50</b>

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.

[Full-Yr Financial Aid Summary](#)



## 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/1098tfag](http://www.cuny.edu/1098tfag).

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





## ENROLL IN A TUITION PAYMENT PLAN

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

The screenshot shows the 'Finances' section of the CUNYfirst Self-Service portal. Under 'My Account', there is a link for 'Account Inquiry'. Under 'Financial Aid', there are links for 'View Financial Aid', 'Accept/Decline Awards', 'Direct Loan Processing Form', and 'Supplement Form'. A dropdown menu for 'Institution' is set to 'Brooklyn College'. Below this, the 'Enroll/Manage Payment Plan' button is highlighted with a yellow box, and a 'make a payment' button is visible to its right.

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.

The screenshot shows the 'Financial Aid' section with the title 'Full-Yr Financial Aid Summary' and 'Federal Aid Year 2015-2016'. A note states: 'The information below is a calculation of your estimated need.' Below this, a table shows the following values:

Estimated Financial Aid Budget	16,488.00
Expected Family Contribution	1,975.00
Estimated Need	14,513.00
Total Aid	6,871.90

Below the table, it states: 'Currency used is US Dollar.' and 'This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.'

## Federal Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

Aid 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	311.95
TAP Waiver Fall	Grant		311.95	311.95
TAP Fall	Grant		1,211.50	1,211.50
<b>Aid Year Totals</b>			<b>6,871.90</b>	<b>6,871.90</b>

Currency used is US Dollar.

[Satisfactory Academic Progress](#)

[Full-Yr Financial Aid Summary](#)

Terms				
<b>2016 Spring Term</b>			<a href="#">View Scheduled Disbursement Dates</a>	
Award Description	Category		Offered	Accepted
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	311.95
<b>Term Totals</b>			<b>3,435.95</b>	<b>3,435.95</b>
<b>2015 Fall Term</b>			<a href="#">View Scheduled Disbursement Dates</a>	
Award Description	Category		Offered	Accepted
Federal PELL Grant Fall	Grant		1,912.50	1,912.50
TAP Waiver Fall	Grant		311.95	311.95
TAP Fall	Grant		1,211.50	1,211.50
<b>Term Totals</b>			<b>3,435.95</b>	<b>3,435.95</b>

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

Terms			
2014 Spring Term		<a href="#">View Scheduled Disbursement Dates</a>	
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
<b>Term Totals</b>		<b>3,897.50</b>	<b>3,897.50</b>
2013 Fall Term		<a href="#">View Scheduled Disbursement Dates</a>	
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
<b>Term Totals</b>		<b>5,947.50</b>	<b>5,947.50</b>

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 earliest date 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 Disbursements					
Federal Aid Year 2013-2014					
2013 Fall Term					
To view actual disbursements to your financial account, access Account Inquiry.					
Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Fall	Grant	1,411.25	0.00	1,411.25	08/19/2013
	Grant	1,411.25	0.00	1,411.25	09/23/2013
Federal SEOG Fall	Grant	175.00	0.00	175.00	09/23/2013
Initial TAP-Fall	Grant	2,050.00	0.00	2,050.00	08/19/2013
<b>Term Totals</b>		<b>5,047.50</b>	<b>0.00</b>	<b>5,047.50</b>	
Currency used is US Dollar.					
If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.					
<a href="#">Account Inquiry</a>					

**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

### Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.


The agreement is dated: 12/12/2011

☒ Yes, I agree to the terms and conditions of this agreement.

CANCEL BACK **SUBMIT**

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

### Enroll in Direct Deposit Result

 **Congratulations! You are now enrolled in direct deposit.**

**View the summary below.**

Account Nickname
test account-6789

**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.

Account Inquiry

Electronic Payments/Purchases

Account Services

direct deposit

bank accounts

Manage My Accounts

Result

✓

You have successfully added the account Test Account.

Financial Institution Details

Nickname

Test Account

Account Type

Checking

Routing Number

011000138

BANK OF AMERICA, N.A.

Account Number

XXXXX6789

Account Holder

Test T. Account

ENROLL IN DIRECT DEPOSIT

MANAGE MY ACCOUNTS

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

direct deposit

bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit

Direct Deposit Distribution

Account Nickname

test account-6789

CANCEL

NEXT

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



## ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

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 <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 **Accept/Decline Awards** link.

Finances

My Account

Account Inquiry

Financial Aid

View Financial Aid

Accept/Decline Awards

Direct Loan Processing Form

Supplement Form

other financial...

»

**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.

Financial Aid		
Select Aid Year to View		
Select the aid year you wish to view		
Aid Year	Institution	Aid Year Description
2017	Brooklyn College	Financial Aid Year 2016-2017
2016	Brooklyn College	Federal Aid Year 2015-2016

**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** button 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
<a href="#">Federal Work Study Spring</a>	Work/Study	Undergraduate	900.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Work Study Fall</a>	Work/Study	Undergraduate	900.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal PELL Grant Fall</a>	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal PELL Grant Spring</a>	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Initial TAP-Fall</a>	Grant	Undergraduate	2,050.00	2,050.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal SEOG Fall</a>	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal SEOG Spring</a>	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>9,845.00</b>	<b>8,045.00</b>		

Currency used is US Dollar.

[accept all](#)
[decline all](#)
[clear all](#)
[update 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.

**Federal Aid Year 2013-2014**

Award: Federal Work Study Fall Category: Work/Study

Disbursement Date	Description	Award Amount
09/23/2013	2013 Fall Term	900.00

Currency used is US Dollar.

**Message**

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment



## ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

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 <https://home.cunyfirst.cuny.edu>.

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

**STEP# 3:** Navigate to **Self Service** followed by **Campus Finances**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

**My Accounts**

*i* You have not created an account profile. Click the Add Account button to add new account details.

**ADD ACCOUNT**

**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 [CUNY Scholar Support card site](#).

**Financial Institution Details**

Nickname: Test Account

Account type:

Routing Number: 011000138 BANK OF AMERICA, N.A.

Account Number: 123456789

Confirm Account Number: 123456789

Account Holder: Test T. Account

**View Sample Check**

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

**Account Activity**

View by

From 09/16/2014 To 03/16/2015 2015 Spring Term go

Posted Date	Item	Term	Charge	Payment	Refund
03/03/2015	Refund of Financial Aid	2015 Spring Term			1,432.50
03/02/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/21/2015	Refund	2015 Spring Term			652.00
01/21/2015	Refund of Financial Aid	2015 Spring Term			650.55
01/20/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/20/2015	Federal SEOG Spring	2015 Spring Term		175.00	
01/20/2015	Initial Tap-Spring	2015 Spring Term		954.50	
01/20/2015	NYC Council Merit Scholarship	2015 Spring Term		400.00	
01/20/2015	NYS Scholar Academic-Spring	2015 Spring Term		750.00	

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**.

**Finances**

**My Account**

**Account Inquiry**

other financial... >>

Account Activity  
Charges Due  
Payments  
Pending Financial Aid  
other financial...

**Account Summary**

**You owe 250.00.**

■ Due Now	250.00
■ Future Due	0.00

**\*\* You have a past due balance of 250.00. \*\***

Currency used is US Dollar.

**Account Inquiry** | **Electronic Payments/Purchases** | **Account Services**

**summary** | **activity** | **charges due** | **payments** | **pending aid**

**Account Summary**

**You owe 2,258.55. For the breakdown, access [Charges Due](#)**

■ Due Now	138.70
■ Future Due	2,119.85

**\*\* You have a past due balance of 138.70. \*\***

**What I Owe**

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2011 Spring Term	10.00			10.00
2011 Fall Term	128.70			128.70
2012 Fall Term	2,119.85		1,519.85	600.00
2013 Spring Term			825.00	
<b>Total</b>	<b>2,258.55</b>		<b>2,344.85</b>	<b>738.70</b>

**STEP# 5:** Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the “**pending aid**” sub-tab. 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.

The screenshot shows the 'Account Inquiry' tab selected. Under it, the 'pending aid' sub-tab is highlighted with a yellow box. Below the tabs, there is a 'View By' dropdown menu set to 'All Terms' and a 'go' button. Below this is a table titled 'Pending Financial Aid'.

Award	Term	Amount
CD Fees	2012 Fall Term	69.85
Federal SEOG	2012 Fall Term	200.00
Federal Pell Grant	2012 Fall Term	1,250.00
Federal SEOG	2013 Spring Term	200.00
Federal Pell Grant	2013 Spring Term	312.50
Federal Pell Grant	2013 Spring Term	312.50
<b>Total Pending Financial Aid for this view</b>		<b>2,344.85</b>

**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.



## VIEW YOUR FINANCIAL AID REFUND

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.

The screenshot shows the 'Finances' section. Under 'My Account', there is a link to 'Account Inquiry'. Under 'Financial Aid', there are links for 'View Financial Aid', 'Direct Loan Processing Form', and 'Supplement Form'. Below these is a dropdown menu with 'other financial...' selected. The dropdown menu is open, and 'Account Activity' is highlighted with a yellow box.