

**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

To Do Item	Due Date	Status	Institution	Administrative Function
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

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@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:	<input type="text" value="BKLO1"/>	<input type="button" value="🔍"/>	Brooklyn College
Aid Year:	<input type="text" value="2017"/>	<input type="button" value="🔍"/>	Financial Aid Year 2016-2017
<input type="button" value="OK"/>		<input type="button" value="CANCEL"/>	



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.



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: 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	Loan Det
2 Unsubsidized Direct Loan	Loan	2,000.00	2,000.00	Loan Det
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 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	
Term Totals		5,862.50	5,862.50	
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	
Term Totals		5,862.50	5,862.50	

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](#)

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

Financial Aid

Full-Yr Financial Aid Summary

Federal Aid Year 2015-2016

The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	<u>16,488.00</u>
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 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
Aid Year Totals		6,871.90	6,871.90

Currency used is US Dollar.

[Satisfactory Academic Progress](#)

[Full-Yr Financial Aid Summary](#)

Terms

2016 Spring Term [View Scheduled Disbursement Dates](#)

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
Term Totals		3,435.95	3,435.95

2015 Fall Term [View Scheduled Disbursement Dates](#)

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
Term Totals		3,435.95	3,435.95

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 Scheduled Disbursement 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 Scheduled Disbursement 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
Term Totals		5,947.50	5,947.50

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
Term Totals		5,047.50	0.00	5,047.50	
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.					
Account Inquiry					



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

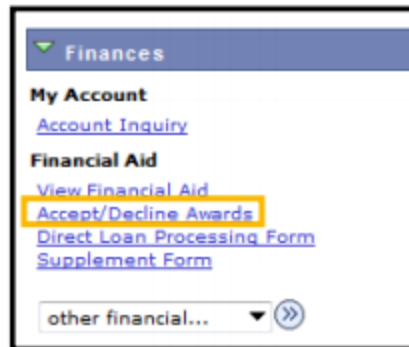
You are required to either accept or decline certain types of financial aid awards, such as Federal Work-Study.

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.



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

Currency used is US Dollar.

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



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**.

The screenshot shows the 'Finances' section of the CUNYfirst Self-Service portal. On the left, under 'My Account', the 'Account Inquiry' link is highlighted. A dropdown menu is open, showing options: 'other financial...', 'Account Activity', 'Charges Due', 'Payments', 'Pending Financial Aid', and 'other financial...'. The 'Account Summary' panel on the right displays the following information:

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.

The screenshot shows the 'Account Inquiry' page with the 'summary' tab selected. The 'Account Summary' section displays:

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. **

Below the summary is a table titled '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	
Total	2,258.55		2,344.85	738.70

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.

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
Total Pending Financial Aid for this view		2,344.85

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.

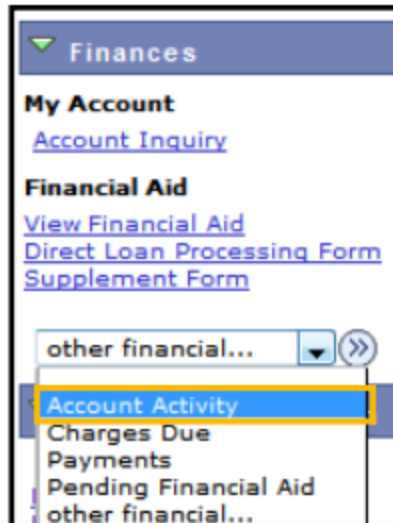
Detailed information about all disbursements and refunds can be seen on your **Account Activity** page. View your account activity information by doing the following:

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 **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
Transactions					
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.



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	<input type="text" value="Test Account"/>
Account type	<input type="text" value=""/>
Routing Number	<input type="text" value="011000138"/> BANK OF AMERICA, N.A.
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

[View Sample Check](#)

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

The screenshot shows a web interface with three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'direct deposit' and 'bank accounts'. The main heading is 'Manage My Accounts' followed by 'Result'. A green box with a checkmark contains the message: 'You have successfully added the account Test Account.' Below this is a section titled 'Financial Institution Details' containing a table with the following information:

Nickname	Test Account	
Account Type	Checking	
Routing Number	011000138	BANK OF AMERICA, N.A.
Account Number	XXXXX6789	
Account Holder	Test T. Account	

At the bottom, there are two buttons: 'ENROLL IN DIRECT DEPOSIT' (highlighted in yellow) and 'MANAGE MY ACCOUNTS'.

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

The screenshot shows the 'Enroll in Direct Deposit' panel. It has sub-tabs for 'direct deposit' and 'bank accounts'. The heading is 'Enroll in Direct Deposit' followed by 'Add Direct Deposit'. Below the heading is the instruction: 'Select a financial institution to designate as direct deposit'. A section titled 'Direct Deposit Distribution' contains a dropdown menu for 'Account Nickname' with 'test_account-6789' selected (highlighted in yellow). A 'Help' link is visible to the right. At the bottom, there are 'CANCEL' and 'NEXT' buttons, with the 'NEXT' button highlighted in yellow.

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

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.

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!



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. The 'Institution' dropdown menu is set to 'Brooklyn College'. The 'Enroll/Manage Payment Plan' link is highlighted with a yellow box. Other links include 'Account Inquiry', 'View Financial Aid', 'Accept/Decline Awards', 'Direct Loan Processing Form', and 'Supplement Form'. A 'make a payment' button is also visible.

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).



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.

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.

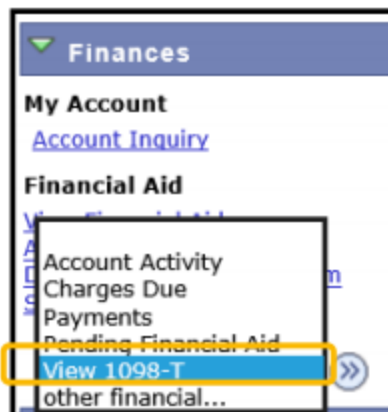
The following steps provide instructions on how to view your 1098-T form in CUNYfirst Self-Service.

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**.



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

CORRECTED

1 Payments received for qualified tuition and related expenses
 2 Amounts billed for qualified tuition and related expenses
 3 If this box is checked, your educational institution has changed its reporting method for 2015
 4 Adjustments made for a prior year
 5 Scholarships or grants
 6 Adjustments to scholarships or grants for a prior year
 7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2015
 8 Checked if at least half-time student
 9 Checked if a graduate student
 10 Yes, contract numb./refund

OMB No. 1545-1574
 Form 1098-T
 Department of the Treasury - Internal Revenue Service

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.

Account Inquiry | Electronic Payments/Purchases | Account Services

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. Visit <http://www.cuny.edu/admissions/financial-aid/tax-benefits/fed-tax-cred.html> for Frequently Asked Questions.


Note:
 1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
 2. If there is no hyperlink for the amounts, detail information is not available. Please contact your College 1098-T Representative should you need more information.

View 1098-T

General | **Box Amount**

Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2014	Original		Senior College CUNYfirst Info		
2013	Original		Senior College CUNYfirst Info		

GO PAPERLESS!! Click Grant Consent below. You will be able to view, print, save and email the form as soon as it is produced without having to wait for it in the mail.

 **GRANT CONSENT**



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								Find View All [Grid Icon] [Print Icon]	First 1 of 11 Last
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File		
03/05/2015	View Paycheck	Work Study - Federal	02/08/2015	02/21/2015	\$656.06	16700	<input checked="" type="checkbox"/>		
01/22/2015	View Paycheck	Work Study - Federal	12/28/2014	01/10/2015	\$347.00	14831	<input checked="" type="checkbox"/>		
01/08/2015	View Paycheck	Work Study - Federal	12/14/2014	12/27/2014	\$347.00	14143	<input checked="" type="checkbox"/>		
12/23/2014	View Paycheck	Work Study - Federal	11/30/2014	12/13/2014	\$347.00	12909	<input checked="" type="checkbox"/>		
12/11/2014	View Paycheck	Work Study - Federal	11/16/2014	11/29/2014	\$329.84	11534	<input checked="" type="checkbox"/>		
11/26/2014	View Paycheck	Work Study - Federal	11/02/2014	11/15/2014	\$347.00	10124	<input checked="" type="checkbox"/>		
11/13/2014	View Paycheck	Work Study - Federal	10/19/2014	11/01/2014	\$347.00	8821	<input checked="" type="checkbox"/>		
10/30/2014	View Paycheck	Work Study - Federal	10/05/2014	10/18/2014	\$347.00	8339	<input checked="" type="checkbox"/>		



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](#)

Select Year End Form						
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	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

Form W-2 Wage and Tax Statement 2014		7 Social security tips	8 Allocated tips	9	10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
Employer's name, address, and ZIP code BOROUGH OF MANHATTAN CC 199 CHAMBERS STREET FINANCIAL AID OFFICE NEW YORK NY 10007		1 Federal income tax withheld	2 Social security wages	3 Social security tax withheld	4 Medicare wages and tips	5 Medicare tax withheld	6
Employer's name, address, and ZIP code		13 Health, dental, vision, and other benefits	14 Other	12b	12c	12d	12e
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	
NY							

Copy B-To Be Filed With Employee's FEDERAL Tax Return

This information is being furnished to the Internal Revenue Service.
OMB No. 1545-0047

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](#).



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:	BKL01	Brooklyn College
Aid Year:	2017	Financial Aid Year 2016-2017
OK		CANCEL

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.

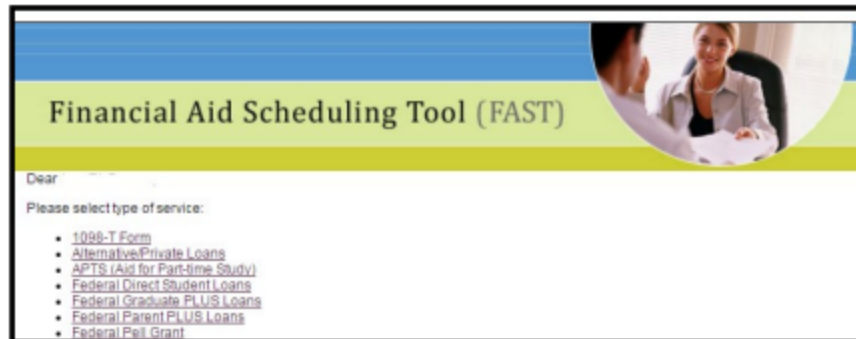


Schedule An Appointment with your Advisor

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