

## **NOTICE TO STUDENTS AWARDED FWS**

ALL PLACEMENT MUST BE COMPLETED BY FEBRUARY 10, 2017

Congratulations! You were awarded Federal Work-Study (FWS) for the 2016 – 2017 academic year.

**If you are interested in part-time employment at an approved FWS job site accept the FWS award offer immediately on your CUNYfirst account. FWS award offers are available on a first-come, first-serve basis until the maximum funding level for the college has been reached. After that time you may not be able to accept the offer.**

\*\*\*\* Federal Work-Study awards will be terminated for any student not officially placed by 2/10/17 \*\*\*\*

**To be eligible for Federal Work-Study placement** review these basic requirements listed below:

- Filed the 2016-2017 FAFSA and be awarded Federal Work-Study for 2016-2017 academic year
- **Register by 2/7/17:** minimum of 6 credits and maintain at least 6 credits in your division of matriculation
- **Have your bill paid in full for Spring 2017 and no outstanding bill for prior terms**
- Meet [Satisfactory Academic Progress \(SAP\) Guidelines](#)
- Not in default of a student loan or not owe a repayment of any financial aid funds
- Accepted your Federal Work-Study award on your CUNYfirst account

**\*Self Service process on CUNYfirst:** You should have already accepted your FWS award.

1. Login to your CUNYfirst account at [CUNYfirst Login Page](#)
2. Select **HR/Campus Solutions** from left menu
3. Navigate to **Self Service** followed by **Student Center**
4. **Finances** section, click the **Accept/Decline Awards** link
5. **Accept Federal Work-Study award and click submit at bottom of page**
6. Refusing work for 2016-2017 academic year: select to decline offer (**Carefully consider this decision, once the award is declined, it will be terminated.**)
7. Click on the hyperlink to receive more detailed information: [Financial Aid Guide](#) (Refer to page 7-8)
8. Expedite receipt of work-study earnings and financial aid funds: sign up for [direct deposit](#) (Refer to page 11-13)

**Spring 2017 placement procedures for eligible students who have accepted the FWS award offer on CUNYfirst:**

Job placement appointments are made using the Financial Aid Scheduling Tool (F.A.S.T.)

1. Log on to: [BC WEBCentral Portal](#)
2. Go to **eServices Tab / Schedule an Appointment**
3. Click: **Financial Aid Specialists Tool (F.A.S.T.)**
4. Click: **Federal Work-Study (FWS) Placement**
5. Select an appointment only with a **FWS Program Assistant** for FWS Placement. Need help? Call (718) 951-5178

**Job Placement Schedule:** *Allow approximately 1-2 hours to review placement procedures, complete forms, arrange interviews with prospective employers, and return all completed forms.*

### **Job Placement Appointments for Spring 2017:**

*January 30th - February 10th*

**Deadline:** *You must complete the placement process by February 10th.*

***All students must bring the completed orientation questions with them to their placement appointment.***

**To access the Online FWS Program Orientation:**

- Brooklyn College website: [brooklyn.cuny.edu](http://brooklyn.cuny.edu)
- Highlight **Current Students** at the top of the page and select **Financial Aid**
- On the right margin click **Undergraduate or Graduate Financial Aid**
- On the right margin click **Federal Work-Study Program (FWS)**
- The Online Orientation is the first link under: **Orientation**
- **Print and answer the FWS Orientation Review Questions and bring them with you to your appointment.**

**You must go to room 308 in the West Quad Center for your job placement appointment.** You must bring: **FWS Placement Packet\*** (save & print forms using [Adobe Reader](#)), your Spring 2017 validated Brooklyn College ID Card, completed **FWS Orientation Review Questions**, resume, U.S. Social Security Card and Permanent Resident Card (if applicable) or U.S. Passport. Please bring the acceptable documents as listed on the Form I-9 for employment eligibility verification. All documents must be current (not expired) and the name must match your information on file with Brooklyn College. If you have any questions please call the office at (718)951-5178 for assistance.

\*The required forms are: FWS Payroll Schedule, Form I-9, Form W-4, IT-2104, IT-2104E, FWS Program Questionnaire, FWS Fact Sheet, FWS Placement Sheet, FWS Orientation Questions.