

Notice to Students Awarded Federal Work-Study

Federal Work-Study (FWS) awards for the 2017 – 2018 academic year can be viewed on your CUNYfirst account. **If you are considering part-time employment at an approved FWS job site you must 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 it nor have access to the initial offer. All Federal Work-Study awards must be accepted by October 2, 2017. Awards not accepted by that date will be scheduled for termination. Fall 2017 job placement must be completed by October 16, 2017. FWS awards for students who do not complete the placement process will be terminated.**

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

- Filed the 2017-2018 FAFSA and be awarded Federal Work-Study for 2017-2018 academic year
- **Register by 8/31/17:** maintain a minimum enrollment of 6 credits in your division of matriculation
- [Meet Satisfactory Academic Progress \(SAP\) Guidelines](#)
- Not in default of a student loan or not owe a repayment of any financial aid funds
- Have your bill paid in full for Fall 2017 and no outstanding bill for prior terms

Self Service process on CUNYfirst:

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**

Eligible students with a FWS award for Fall 2017 will be seen by appointment in 308 West Quad Center. Early Placement (Continuing students who want to use Fall 2017 FWS funds during the summer and/or complete job placement to be approved to start work as of the 1st day of the Fall 2017 semester):
July 5, 6,7,10,11,12,31 and August 1, 2 and 3

Placement (All Students for Fall 2017): **Job Placement Appointment Deadline is 10/16/17**

August 28-31, September 6-20, September 25-28 and October 2-16

Fall 2017 placement procedures for eligible students after accepting FWS award offer on CUNYfirst:

Job placement appointment schedule for specific dates and times will be available and updated periodically on F.A.S.T. the Financial Aid Scheduling Tool. Follow the steps below:

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. **IMPORTANT:** You must select an appointment only with a **FWS Program Assistant** for FWS job placement
- Note for Job Placement Schedule-** *Allow approximately 1-2 hours to review placement procedures, complete forms and arrange interviews with prospective employers!*

All students must bring the completed orientation questions with them to their placement appointment. Access to additional information, the Online Student FWS Program Orientation, and all required forms are on the Brooklyn College website: 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) for program information
- Forms and Orientation Select Quick Links (click link below) and scroll to Federal Work-

Study(FWS) <http://www.brooklyn.cuny.edu/web/about/offices/financial/resources/forms.php>

You must bring: FWS Placement Packet, your Fall 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.