

Notice to Students Awarded Federal Work-Study for 2018-2019

Congratulations on being awarded Federal Work-Study (FWS) for the 2018-2019 academic year! You can view the FWS award 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 the FWS offer or have access to the initial offer. If you want to participate in the program but are unable to accept the FWS award offer, e-mail FWS@brooklyn.cuny.edu or call the office for assistance. A staff member may be able to accept on your behalf. If funds are not available at that time your name will be put on a wait list and you will be notified once the offer can be accepted which will allow you to make an appointment for job placement. FWS job placement for Fall 2018 must be completed before October 5, 2018. FWS awards for students who have not been placed before October 5th will be terminated.**

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

- Filed the 2018-2019 FAFSA, awarded and accepted Federal Work-Study for 2018-2019 on CUNYfirst
- **Register by 9/2/18:** maintaining 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 2018 and no outstanding bill for prior terms**

Self Service process on CUNYfirst:

1. Log in 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 Federal Work-Study accepted award for Fall 2018 will be seen by appointment for job placement in 308 West Quad Center. Use the Financial Aid Scheduling Tool (F.A.S.T.) to schedule an appointment for job placement.

1. Log on to: **BC WEB Central 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. You must select an appointment only with a **FWS Program Assistant** for FWS Placement

Appointments-Early Placement for continuing students who want to use Fall 2018 FWS funds during August and/or complete job placement to be approved to start work as of August 27th: August 13th and 14th
Appointments will be available to all eligible students starting: August 15th by appointment

Allow approximately 1-2 hour 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.

To access placement forms and the Online FWS Program Orientation for Students (click this link and scroll to the heading titled: Federal Work-Study (FWS):

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

Information on how to sign up for direct deposit can be found at:

http://www.brooklyn.cuny.edu/web/off_financialaid/CUNYfirst_Direct_Deposit_Guide.pdf