

Notice to Students Awarded Federal Work-Study for 2019-2020

Congratulations on being awarded Federal Work-Study (FWS) for the 2019-2020 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 2019 must be completed before October 16, 2019. FWS awards for students who have not been placed before October 16th will be terminated.**

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

- Filed the 2019-2020 FAFSA, awarded and accepted Federal Work-Study for 2019-2020 on CUNYfirst
- **Register by 9/2/19:** 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 2019 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 2019 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 will be available to all eligible students starting: August 27th by appointment

The Federal Work-Study Program has implemented a new placement process. Methodically review FWS Program Orientation for Students.

All students must bring the completed questions and all required forms 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>

Refer to the link below for information on how to sign up for direct deposit:

<http://www2.cuny.edu/financial-aid/tuition-and-college-costs/refunds/direct-deposit/>