

Notice to Students offered Federal Work – Study (FWS) for 2021-2022

Congratulations on being offered Federal Work- Study (FWS) for the 2021-2022 academic year which 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 offer immediately on your CUNYfirst account. FWS 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 FWS offer. E-mail fws@brooklyn.cuny.edu 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 continue with the process. FWS job placement for Fall 2021 must be completed before October 22, 2021, for any student with an offer prior to October 5th. FWS offers for students who have not been placed before October 22nd are subjected to be canceled.

To be eligible for Federal Work- Study job placement reviews the basic requirements listed below:

- Filled the 2021-2022 FAFSA, offered and accepted FWS for 2021-2022 on your CUNYfirst account
- Register by 08/31/21: maintaining a minimum enrollment of 6 credits in your division of matriculation
- Meet [Satisfactory Academic Process \(SAP\) Guidelines](#)
- Not be in default of a student loan or not owe a repayment of any financial aid funds

Self Service process on CUNYfirst: View Financial Aid Offers (Accept or Decline)

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**
5. **Accept Federal Work-Study offer and click submit at bottom of page**

[The Magner Career Center offers resume and career workshops. E-mail that office for additional information in order to have your resume best outline your skills and work history.](#)

Reassignments: Students who worked during the prior academic year and are requesting to return to the same job site should contact the FWS supervisor for consideration and approval. If approved, the FWS supervisor must e-mail the request to fws@brooklyn.cuny.edu . If funding is available to provide an FWS offer, both the student and the supervisor will receive an e-mail reply with details on how to proceed with submission of required forms and the placement process.

New Hires: Any eligible student who has the accepted FWS offer for the fall semester and is seeking placement at a new job site. Follow the instructions provided in the [FWS Program Orientation for Students](#) which outlines the program procedures. Once all required forms have been received via the Dynamic Forms platform and approved, a member of the FWS staff will e-mail you the steps to follow to complete the remaining steps of the placement process.

Methodically review the FWS Program Orientation for Students.

All students must electronically submit all required forms via the Dynamic Forms platform.

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):

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

Use the Financial Aid Scheduling Tool (F.A.S.T.) for an appointment for assistance with 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 an **FWS Program Assistant** for FWS Placement

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

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