



Congratulations! You were awarded Federal Work-Study (FWS) for the 2015 – 2016 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 not accepted by the student will be terminated. ****

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

- Filed the 2015-2016 FAFSA and be awarded Federal Work-Study for 2015-2016 academic year
- **Register by 9/2/15:** minimum of 6 credits, maintain at least 6 credits in your division of matriculation
- **Have your bill paid in full for Fall 2015 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
- View and accept your Federal Work-Study award on your CUNYfirst account

***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**
6. Refusing work for 2015-2016 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)

Fall 2015 placement procedures for eligible students after accepting 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. Choose an appointment based on options **below** with one of the **FWS Program Assistants**

Job Placement Schedule *Allow approximately 1-2 hour to review placement procedures, complete forms and arrange interviews with prospective employers!*

Summer Job Placement Appointments:

Continuing Students (Matriculated Students: enrolled for a minimum of 6 credits for Spring 2015 and currently for Fall 2015):
Starts June 30th

Fall Job Placement Appointments:

Continuing Students: Starts July 21st
Incoming Students: Starts August 19th

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](#)
- 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 using [Adobe Reader](#)), your Fall 2015 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.

Summer placement option to utilize 2015-2016 FWS award starting in the summer:

Continuing matriculated students with an accepted FWS award status may contact the office to discuss eligibility for summer job placement.

Office of Financial Aid

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