

Notice to Students Offered Federal Work-Study (FWS) for 2020-2021

Congratulations on being offered Federal Work-Study (FWS) for the 2020-2021 academic year! You can view the FWS offer 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 offer. If you want to participate in the program but are unable to accept the 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 2020 must be completed before October 22, 2020 for any student with an offer prior to October 5th. FWS offers for students who have not been placed before October 22nd will be canceled.**

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

- Filed the 2020-2021 FAFSA, offered and accepted Federal Work-Study for 2020-2021 on your CUNYfirst account
- **Register by 9/1/20:** maintaining a minimum enrollment of 6 credits in your division of matriculation
- Meet Satisfactory Academic Progress (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** link
5. **Accept Federal Work-Study offer and click submit at bottom of page**

The Magner Career Center is offering resume and career workshops for FWS participants. You will receive an e-mail with the specific dates of the workshops. Eligible students with a FWS accepted offer for Fall 2020 will be assisted with job placement according to the following schedule.

Reassignments: September 8, 2020 – September 24th

New Hires: September 29th - October 15th

Reassignments and New Hires: October 19th –October 22nd

Additional dates will be provided for students with FWS offers made after October 20th.

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. If approved, the FWS supervisor will e-mail request to FWS@brooklyn.cuny.edu. The request will be reviewed and the student will be contacted 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.

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 placement process.

The Federal Work-Study Program has implemented a new placement process. Methodically review 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):

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

Use the Financial Aid Scheduling Tool (F.A.S.T.) to schedule an appointment for additional 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 a **FWS Program Assistant** for FWS Placement

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/>