

GUIDE TO YOUR FINANCIAL AID INFORMATION IN CUNYfirst

Learn how to access, view, and manage the financial aid information in your CUNYfirst Student Center:



VIEW YOUR "TO DO" LIST & COMPLETE THE SUPPLEMENT FORM



VIEW YOUR FINANCIAL AID AWARDS



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY OR PERKINS LOAN



APPLY FOR FEDERAL DIRECT LOANS



VIEW YOUR PENDING FINANCIAL AID AND REFUNDS



ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT



VIEW YOUR FEDERAL WORK-STUDY PAYCHECK AND W-2 FORM



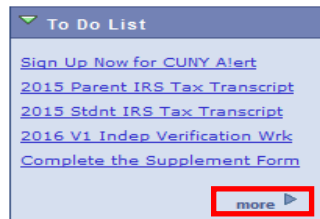
VIEW YOUR "TO DO" LIST

After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your record that must be finalized to complete your financial aid package.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**. In the **To Do List** section, you will see a list of outstanding items. Click the **"more"** link to see more information.



STEP# 4: Review the current outstanding items with your financial aid applications. You will need to sort and filter by institution to make sure you are viewing items related to your college.

NOTE: If you will be attending City College (CCNY), you are only required to resolve the items listed for CCNY. Any unresolved items listed for other CUNY Colleges will not prevent you from finalizing your Financial Aid or conducting other business at CCNY.

View your To Do Items by

Due Date

Institution

Function

To Do Item	Due Date	Status	Institution	Administrative Function
2015 V1 Dep Verification Wrk	05/22/2015	Initiated	York College	Financial Aid
Complete the Supplement Form	05/22/2015	Initiated	York College	Financial Aid
Sign Up Now for CUNY Alert	11/06/2015	Initiated	City College	General
2015 Parent IRS Tax Transcript	03/03/2016	Initiated	City College	Financial Aid
2016 V1 Dep Verification Wrk	03/03/2016	Initiated	City College	Financial Aid

By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

NOTE: You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Sign Up Now for CUNY Alert	10/31/2014	Initiated	LaGuardia Community College	General
2015 Parent IRS Tax Transcript	05/12/2016	Initiated	City College	Financial Aid
2016 V1 Dep Verification Wrk	05/12/2016	Initiated	City College	Financial Aid

The instructions on the **To Do Item Detail** may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in the browser. Click on **Return** to go back to your Item List.

To Do List

To Do Item Detail

[Redacted]

2016 V1 Dep Verification Wrk

Aid Year: 2017

Academic Institution: City College
Administrative Function: Financial Aid
Due Date: 05/12/2016
Contact: City College of New York
Department: Office of Financial Aid A104
Phone: 212/650-5819

financialaid@ccny.cuny.edu
[Office of Financial Aid A104](#)

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit a "2016-2017 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: <http://www.cuny.edu/admissions/financial-aid/FinancialAidForms/commonforms/20162017DEPV1.pdf>

[Return](#)



COMPLETE THE SUPPLEMENT FORM

One of your “To Do” list items will be to complete the Supplement Form. The Supplement Form is an application used by CUNY to determine potential eligibility for the New York State Aid for Part-Time Study (APTS) program.

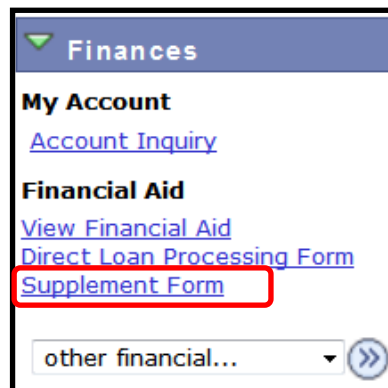
APTS is for undergraduate students, who have filed a TAP application and are enrolled for 6-11 credits.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Supplement Form** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

The screenshot shows a form with two input fields. The first field is labeled "Institution:" and contains the text "CTY01" with a magnifying glass icon to its right. The second field is labeled "Aid Year:" and contains the text "2017" with a magnifying glass icon to its right. Below the input fields, there are two buttons: "OK" and "CANCEL".



VIEW YOUR FINANCIAL AID AWARDS

Your Student Center provides information about your financial aid awards. These are listed for the entire academic year and also broken down by term.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **View Financial Aid** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Financial Aid		
Select Aid Year to View		
Select the aid year you wish to view		
Aid Year	Institution	Aid Year Description
2017	City College	Federal Aid Year 2016-2017
2016	City College	No financial aid data available.
2016	Kingsborough CC	Federal Aid Year 2015-2016
2016	NYC College of Technology	No financial aid data available.

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

STEP# 6: On the **Award Summary** page, you will be able to view your aid for the entire academic year and by individual terms. In the **Terms** section, there are hyperlinks for more detailed information, which are discussed in the next steps.

Financial Aid

Award Summary

Federal Aid Year 2016-2017

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,907.50	2,907.50
Federal PELL Grant Spring	Grant	2,907.50	2,907.50
Federal SEOG Spring	Grant	200.00	200.00
Federal SEOG Fall	Grant	200.00	200.00
Federal Work Study Spring	Work/Study	1,000.00	0.00
Federal Work Study Fall	Work/Study	1,000.00	0.00
Aid Year Totals		8,215.00	6,215.00

Currency used is US Dollar.

[Satisfactory Academic Progress](#)

[Full-Yr Financial Aid Summary](#)

Terms

2017 Spring Term [View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,907.50	2,907.50
Federal SEOG Spring	Grant	200.00	200.00
Federal Work Study Spring	Work/Study	1,000.00	0.00
Term Totals		4,107.50	3,107.50

2016 Fall Term [View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,907.50	2,907.50
Federal SEOG Fall	Grant	200.00	200.00
Federal Work Study Fall	Work/Study	1,000.00	0.00
Term Totals		4,107.50	3,107.50

Currency used is US Dollar.

STEP# 7: By clicking on the **Full-Yr Financial Aid Summary** link, you will be able to see your **Estimated Financial Aid Budget** for the academic year.

Financial Aid	
Full-Yr Financial Aid Summary	
Federal Aid Year 2016-2017	
The information below is a calculation of your estimated need.	
Estimated Financial Aid Budget	29,635.00
Expected Family Contribution	0.00
Estimated Need	29,635.00
Total Aid	6,215.00
Currency used is US Dollar.	
This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.	

STEP# 8: Click on the hyperlinked budget amount to see your **Estimated Financial Aid Budget Breakdown** by term.

Financial Aid	
Estimated Financial Aid Budget	
Federal Aid Year 2016-2017	
Listed below is an estimate of items used to determine your costs.	
Estimated Financial Aid Budget Breakdown	
2016 Fall Term	
Category Description	Amount
Books and Supplies	682.00
Activity Fees	65.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	2,135.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	900.00
Transportation	527.00
Tuition	3,165.00
Term Total	8,217.00

STEP# 9: Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link.

Terms			
2017 Spring Term			
View Scheduled Disbursement Dates			
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,907.50	2,907.50
Federal SEOG Spring	Grant	200.00	200.00
Estimated Tap Spring	Grant	250.00	250.00
Estimated TAP Waiver Spring	Grant	42.70	42.70
Term Totals		3,400.20	3,400.20
2016 Fall Term			
View Scheduled Disbursement Dates			
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,907.50	2,907.50
Federal SEOG Fall	Grant	200.00	200.00
Estimated TAP Waiver Fall	Grant	42.70	42.70
Estimated TAP Fall	Grant	250.00	250.00
Term Totals		3,400.20	3,400.20

Currency used is US Dollar.

The **Scheduled Disbursements** page displays the projected dates for disbursement of your financial aid awards into your student account.

NOTE: The scheduled disbursement dates listed represent the earliest date those awards can be transferred into your CUNYfirst student account. Your actual disbursement date may be different and will appear when your financial aid is posted to your account. To view your actual disbursement dates, you will need to check the **Account Activity** page in your

Financial Aid					
Scheduled Disbursements					
Federal Aid Year 2016-2017					
2016 Fall Term					
To view actual disbursements to your financial account, access Account Inquiry.					
Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Fall	Grant	1,453.75	0.00	1,453.75	08/15/2016
	Grant	1,453.75	0.00	1,453.75	09/19/2016
Federal SEOG Fall	Grant	200.00	0.00	200.00	08/15/2016
Term Totals		3,107.50	0.00	3,107.50	

Currency used is US Dollar.

If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AND PERKINS LOAN

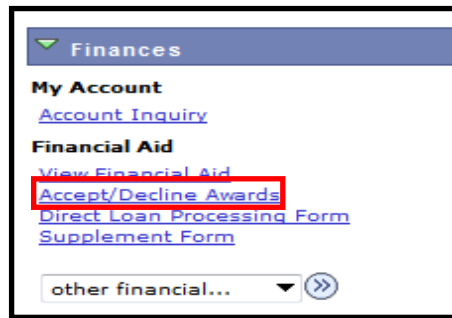
You are required to either accept or decline certain types of financial aid awards, such as Federal Perkins Loan or Federal Work-Study.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

STEP# 2: Select **HR/Campus Solutions** from the left menu

STEP# 3: Navigate to **Self Service** followed by **Student Center**

STEP# 4: In the **Finances** section, click the **Accept/Decline Awards** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.



Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2017	CITY COLLEGE	FEDERAL AID YEAR 2016-17

STEP# 6: Review your entire awards package. Notice that some of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. Note: If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

If you are awarded Federal Work-Study or Federal Perkins Loan, you **MUST** accept your award(s) by checking the "Accept" checkbox for each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** button at the bottom of the page.

NOTE: If you do not indicate acceptance of your Federal Work-Study or Federal Perkins Loan, you risk losing the awards.

Click on a Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.

Last Updated: 05/01/2016 7:16:27PM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Work Study Spring	Work/Study	Undergraduate	900.00	<input type="checkbox"/> 900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Fall	Work/Study	Undergraduate	900.00	<input type="checkbox"/> 900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Fall	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Spring	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial TAP-Fall	Grant	Undergraduate	2,050.00	2,050.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Fall	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Spring	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			9,845.00	8,045.00		

Currency used is US Dollar.

Federal Aid Year 2016 - 2017

Award: Federal Work Study Fall Category: Work/Study

Disbursement Date	Description	Award Amount
9/23/2016	2016 FALL TERM	900.00

Currency used is US Dollar.

Message

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment



APPLY FOR A FEDERAL DIRECT STUDENT LOAN

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Direct Loan Processing Form** link.

The screenshot shows the 'Finances' section of the CUNYfirst system. Under the 'My Account' section, there is a link for 'Account Inquiry'. Under the 'Financial Aid' section, there are three links: 'View Financial Aid', 'Direct Loan Processing Form' (highlighted with a red box), and 'Supplement Form'. To the right of these links is a dropdown menu labeled '*Institution'. Below the dropdown menu is a blue information box with a white 'i' icon and the text: 'Once you select your College, the page will refresh with your financial information. Only contact the Bursar's Office if it does not.'

INSTRUCTIONS FOR COMPLETING A CUNY DIRECT STUDENT LOAN APPLICATION

1. All Federal Direct Loan (FDL) applicants must have a **COMPLETED FAFSA** (www.fafsa.ed.gov) on file with their CUNY college of attendance before applying for a student loan.
2. **Undergraduate students** – must be MATRICULATED and registered for a minimum of six (6) undergraduate credits before submitting the loan application.

You MUST indicate your preference for either a Subsidized loan only or your willingness to accept an Unsubsidized loan as well.

(Students who request both a Subsidized and Unsubsidized loan, will always be certified for the maximum in Subsidized loan funds before being certified for Unsubsidized loan funds.)

YOU WILL NOT BE AWARDED AN UNSUBSIDIZED LOAN IF YOU DO NOT REQUEST IT.

3. **Graduate students** – must be MATRICULATED and registered for a minimum of six (6) graduate credits before submitting the loan application.

Graduate students are ONLY eligible for UNSUBSIDIZED loans.

4. All students – You must indicate the actual dollar amount you wish to borrow. Do not enter “Maximum”.
Only even dollar amounts should be indicated (\$3,100.00 not \$3,100.50).
5. If you are a **transfer** student, your transfer credit evaluation must be reflected on your CUNYfirst account in order for your loan eligibility to be correctly calculated. If your transfer credits are not posted, your loan will be certified for the “Freshman level maximum”. You will need to notify the Financial Aid Office when your transfer credits are on your CUNYfirst student record, if you wish to increase your loan based on your new class level.
6. **First time** Federal Direct Loan applicants must complete online Entrance Counseling at: www.studentloans.gov .
7. Your loan **cannot be disbursed** until you sign a Master Promissory Note (MPN). If you do not already have an **active** MPN on file, you must sign an electronic MPN (eMPN) for your Federal Direct Loan(s) at: www.studentloans.gov .
8. All correspondence concerning your loan and/or other financial aid will be sent to your **CUNY email** address. Please be sure to check your email account regularly.
9. Please check your CUNYfirst “To-Do-List” to make sure you do not have any items you need to submit or complete.
10. It is advised to request a loan for all of the semesters, in an academic year, that you will be enrolled for. (One academic year consists of the Summer, Fall and Spring semesters).

If you ask for a one semester loan, you will need to complete an “Additional Loan Request” form, to receive a loan for another semester.

PLEASE MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS ON THE APPLICATION.

BLANK, or INCORRECT ANSWERS WILL DELAY THE PROCESSING OF YOUR APPLICATION.

STEP# 5: Complete the loan processing form by filling in all of the required information.

Gointa's Direct Loan Processing Form

12345678 Gointa College CTY01 City College 2016 Federal Aid Year 2015-2016

Borrower information to be completed by student

1. Loan Type: Select the check box for the loan type that you are requesting and enter the loan amount requested. Remember, interest is charged on the Direct Unsubsidized loan from the day the funds are disbursed through the day the loan is repaid in full.

Direct Subsidized Loan: The federal government subsidizes (pays) the interest that accrues on the loan while a borrower is enrolled at least half time and during approved deferment and grace periods. Eligibility for subsidized portions of the loan are based on financial need as measured by the FAFSA.

Direct Unsubsidized Loan: The borrower is fully responsible for paying the interest that accrues on the loan while in school from the date of disbursement.

Direct Subsidized Loan Loan Amount Requested (\$):

Direct Unsubsidized Loan Loan Amount Requested (\$):

2. Anticipated Credits For Semester(s) You Wish To Apply For The Loan (must be enrolled for a minimum of six credits per semester):
 Summer: Fall: Spring:

3. Loan Period: Loan requests are processed for the Fall /Spring semester except where enrollment is for one semester. Loan disbursements will be made in two equal payments for the loan period certified.

1. Will you graduate at the end of the Summer semester? Yes No

2. Will you graduate at the end of the Fall semester? Yes No

3. Will you graduate at the end of the Spring semester? Yes No

You should know that loans processed for Summer/Fall/Spring are the same amount as if they were processed for Fall/Spring. The amount of the loan is not greater. The disbursement period is simply longer with three payments instead of two payments.

Applicant Certification : Your signature certifies that you understand that this request form is not a promissory note. You must fill out, sign and return the actual promissory note at a later date. Further, you understand that eligibility for Federal Direct loans will be determined by the Office of Financial Aid based on federal law. Federal policy requires students to maintain half-time enrollment (6 credits) in order to receive the disbursement of Direct Loan funds.

No request for a Direct Loan can be processed until the Office of Financial Aid has received the results of your FAFSA either printed or in electronic form, collected any required documentation and determined your application information to be correct.

The applicant affirms that the information here is true and accurate. By checking the box you are providing your electronic signature for the Direct Loan Form.

STEP# 6: Click on **Save**.

NOTES:

1. Once the **Save** button has been clicked, no changes can be made to the loan application. To increase, decrease or cancel a Direct loan, students must submit the appropriate form to the Financial Aid Office.
2. The CUNYfirst loan application may be used by Undergraduate and Graduate students. However, all matriculated **Graduate** students will automatically be "Packaged" with a federal Direct Unsubsidized student loan each academic year.

Graduate students will be required to "Accept" their loan via the "Accept/Decline" link, (see page 9). Prior to accepting the loan, a graduate student will have the option to decrease the amount of Unsubsidized loan that has been offered.

3. Federal Grad PLUS Direct and Parent PLUS Direct loans will still require a paper application. The forms are available in the Financial Aid Office or they can be printed from the City College website at:
<https://www.cuny.edu/financialaid/forms>

4. When a loan has been processed, and meets the required Entrance Counseling and MPN (Master Promissory Note) criteria, the funds will be posted to a student's account as "Anticipated Aid".

Loan funds will not be subtracted from a student's bill until the loan is actually disbursed (paid).

If a student's "Anticipated Aid" is more than their semester tuition and fees charges, they will not need to take any further action.

(If a student's "Anticipated Aid" is less than their bill, they will need to pay the difference.)

5. Loans will start disbursing at the beginning of each semester and continue to be disbursed on a weekly basis as they become eligible for payment.



VIEW YOUR PENDING AID

The following steps provide instructions on how to view your pending financial aid in CUNYfirst Self-Service.

NOTE: Financial aid that is "**pending**" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.

The screenshot shows the 'Finances' section of the CUNYfirst Self-Service portal. Under the 'My Account' heading, the 'Account Inquiry' link is highlighted with a red box. Below it is a dropdown menu with options: 'other financial...', 'Account Activity', 'Charges Due', 'Payments', 'Pending Financial Aid', and 'other financial...'. To the right, the 'Account Summary' section displays: 'You owe 250.00.', 'Due Now 250.00', 'Future Due 0.00', and a warning: '** You have a past due balance of 250.00. **'. The currency is noted as US Dollar.

The screenshot shows the 'Account Summary' page in the CUNYfirst Self-Service portal. The 'summary' tab is highlighted with a red box. The page shows a total amount owed of 2,258.55, broken down into 'Due Now' (138.70) and 'Future Due' (2,119.85). A warning indicates a past due balance of 138.70. Below this is a table titled 'What I Owe' with columns for Term, Outstanding Charges & Deposits, Pending Payments, Pending Financial Aid, and Total Due.

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
20: 2014 ring Term	10.00			10.00
20: 2015 II Term	128.70			128.70
20: 2015 II Term	2,119.85		1,519.85	600.00
20: 2016 ring Term			825.00	
Total	2,258.55		2,344.85	738.70

STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the “**pending aid**” sub-tab. If you have pending financial aid that covers your tuition and fee charges in full, you will not be required to make a payment to the Bursar.

Account Inquiry			Electronic Payments/Purchases			Account Services		
summary	activity	charges due	payments	pending aid				
Pending Financial Aid								
View By		All Terms	go					
Pending Financial Aid			Find	View All	First	1-7 of 7	Last	
Award	Term	Amount						
SEEK Fees	Fall 2016 Term	69.85						
Federal SEOG	Fall 2016 Term	200.00						
Federal Pell Grant	Fall 2016 Term	1,250.00						
Federal SEOG	2017 Spring Term	200.00						
Federal Pell Grant	2017 Spring Term	312.50						
Federal Pell Grant	2017 Spring Term	312.50						
Total Pending Financial Aid for this view		2,344.85						
			First	1-7 of 7	Last			

IMPORTANT NOTE: Your financial aid awards will NOT appear on your **Account Summary** page for at least 2-3 business day after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will also not appear for 2-3 business days.



VIEW YOUR FINANCIAL AID REFUND

When your awards are disbursed to your CUNYfirst account, they will be applied to any unpaid tuition and fee charges. If you have a financial aid credit balance after the payment of your tuition and fees, you will receive a refund that will be electronically deposited to your personal bank account, deposited to your CUNY Scholar card account or sent to your home address in the form of a paper check.

Please note the difference between a disbursement and a refund: your financial aid is disbursed to your CUNYfirst account, not to you personally. Only after all charges on your account are satisfied, will you see your refund. A refund appears on your CUNYfirst account 1-2 days after a disbursement is posted. Your refund will typically be sent on the Friday after it posts. Keep this timeframe in mind when doing your financial planning.

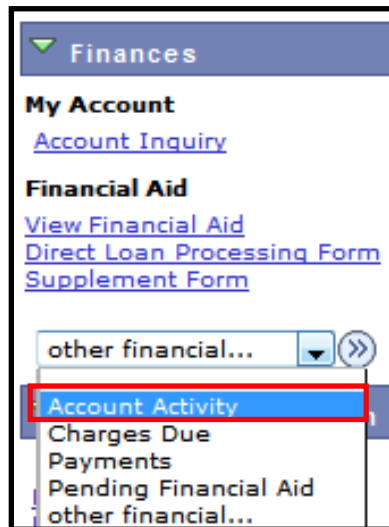
Detailed information about all disbursements and refunds can be seen on your Account Activity page. View your account activity information by doing the following:

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

STEP# 2: Select **HR/Campus Solutions** from the left menu

STEP# 3: Navigate to **Self Service** followed by **Student Center**

STEP# 4: In the **Finances** section, click the **Account Activity** link from the drop down menu.



The Account Activity page will display the activity occurring in your account for the academic year.

Account Activity					
View by					
From	09/16/2014	To	03/16/2015	2015 Spring Term	go
Transactions		Find	View All	First	1-10 of 16
Posted Date	Item	Term	Charge	Payment	Refund
03/03/2015	Refund of Financial Aid	2015 Spring Term			1,432.50
03/02/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/21/2015	Refund	2015 Spring Term			652.00
01/21/2015	Refund of Financial Aid	2015 Spring Term			650.55
01/20/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/20/2015	Federal SEOG Spring	2015 Spring Term		175.00	
01/20/2015	Initial Tap-Spring	2015 Spring Term		954.50	
01/20/2015	NYC Council Merit Scholarship	2015 Spring Term		400.00	
01/20/2015	NYS Scholar Academic-Spring	2015 Spring Term		750.00	

In this example, the scholarships, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student's account on January 20th. Refunds were processed the next day, on January 21st. The refund would be issued to the student on January 23rd, the Friday after it was posted to the account. A student with direct deposit or the CUNY scholar card would have the refund in their account on the same day. A paper check would have been sent out, via the US Postal Service, to the student's home address.

REMEMBER

Disbursement - the transfer of funds into your CUNYfirst Student Account.

Refund - the payment of funds (to you), that are not needed to pay your tuition and fees. Refunds are typically issued on Fridays.



ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Campus Finances**.

STEP# 4: Click **Manage My Accounts**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

My Accounts

i You have not created an account profile. Click the Add Account button to add new account details.

ADD ACCOUNT

STEP# 5: On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen. **NOTE:** Enter your routing number as it appears on your check and click enter. **DO NOT USE THE ROUTING NUMBER SPY-GLASS!**

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support card site](#).

Financial Institution Details

Nickname	<input type="text" value="Test Account"/>
Account type	<input type="text" value=""/>
Routing Number	<input type="text" value="011000138"/> <input type="button" value="SPY GLASS"/>
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

Do not use this routing number search option. [View Sample Check](#)

BANK OF AMERICA, N.A.

STEP# 6: To use the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

The screenshot shows a web interface with three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. The 'Account Services' tab is active, showing 'direct deposit' and 'bank accounts' options. Below the tabs is a section titled 'Manage My Accounts' with a 'Result' sub-section. A green message box with a checkmark states: 'You have successfully added the account Test Account.' Below this is a table titled 'Financial Institution Details' with the following information:

Nickname	Test Account	
Account Type	Checking	
Routing Number	011000138	BANK OF AMERICA, N.A.
Account Number	XXXXX6789	
Account Holder	Test T. Account	

At the bottom of the page, there are two buttons: 'ENROLL IN DIRECT DEPOSIT' (highlighted with a red box) and 'MANAGE MY ACCOUNTS'.

STEP# 7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

The screenshot shows the 'Enroll in Direct Deposit' page. At the top, there are tabs for 'direct deposit' and 'bank accounts'. The 'direct deposit' tab is active. Below the tabs is a section titled 'Enroll in Direct Deposit' with a sub-section 'Add Direct Deposit'. The text reads: 'Select a financial institution to designate as direct deposit'. Below this is a section titled 'Direct Deposit Distribution' with a sub-section 'Account Nickname'. A dropdown menu is open, showing 'test account-6789' (highlighted with a red box). At the bottom right, there are two buttons: 'CANCEL' and 'NEXT' (highlighted with a red box).

STEP# 8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement "Yes, I agree to the terms and conditions of this agreement." and click on **SUBMIT** button.

Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.


You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission. We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 01/12/2016

Yes, I agree to the terms and conditions of this agreement.

STEP# 9: The process to Enroll in Direct Deposit is complete!

Enroll in Direct Deposit Result

 **Congratulations! You are now enrolled in direct deposit.**
View the summary below.

Account Nickname
test account-6789



VIEW YOUR FEDERAL WORK-STUDY PAYCHECK

If you have been placed in a Federal Work-Study job and have begun working, you can view your paystubs in CUNYfirst Self-Service.

The following steps provide instructions on how to view your federal work-study paystubs in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service**, then **Payroll & Compensation**.

STEP# 4: Click the **View Work-Study Paycheck** link.

The View Paycheck page will provide you details regarding each federal work-study paycheck and a link to access the PDF version of the paystub.

View Paycheck

Review your available Work Study paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck							
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
03/05/2015	View Paycheck	Work Study - Federal	02/08/2015	02/21/2015	\$656.06	16700	<input checked="" type="checkbox"/>
01/22/2015	View Paycheck	Work Study - Federal	12/28/2014	01/10/2015	\$347.00	14831	<input checked="" type="checkbox"/>
01/08/2015	View Paycheck	Work Study - Federal	12/14/2014	12/27/2014	\$347.00	14143	<input checked="" type="checkbox"/>
12/23/2014	View Paycheck	Work Study - Federal	11/30/2014	12/13/2014	\$347.00	12909	<input checked="" type="checkbox"/>
12/11/2014	View Paycheck	Work Study - Federal	11/16/2014	11/29/2014	\$329.84	11534	<input checked="" type="checkbox"/>
11/26/2014	View Paycheck	Work Study - Federal	11/02/2014	11/15/2014	\$347.00	10124	<input checked="" type="checkbox"/>
11/13/2014	View Paycheck	Work Study - Federal	10/19/2014	11/01/2014	\$347.00	8821	<input checked="" type="checkbox"/>
10/30/2014	View Paycheck	Work Study - Federal	10/05/2014	10/18/2014	\$347.00	8339	<input checked="" type="checkbox"/>



VIEW YOUR FEDERAL WORK-STUDY W-2 FORM

If you have worked in the federal work-study program, you will receive a W-2 Form for the calendar year with your taxable earnings. The W-2 form will be mailed to you from the college and will be available for you to access in CUNYfirst.

The following steps provide instructions on how to view your federal work-study W-2 forms in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Payroll & Compensation**.

STEP# 4: Click the **View Work-Study W-2 Form**.

STEP# 5: Click the **Year End Form** to view a PDF version of your W-2 Form.

If you are having problems accessing your Federal Work-Study W-2 Form, please visit the Financial Aid Office.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form						
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2014	WSF	W-2	01/30/2015	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

Form W-2 Wage and Tax Statement 2014		7 Social security tips		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code City College of New York 160 convent Ave. New York, NY 10031		8 Allocated tips		3 Social security wages		4 Social security tax withheld	
e Employer's name, address, and ZIP code		9		5 Medicare wages and tips		6 Medicare tax withheld	
13 a Employee's social security number		10 Dependent care benefits		11 Nonqualified plans		12a See instructions for box 12	
13 b Employer identification number (EIN)		14 Other		12b		12c	
13 c		14 Other		12d		12e	
15 State NY		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.	
19 Local income tax		20 Locality name					
Copy B-To Be Filed With Employee's FEDERAL Tax Return				This information is being furnished to the Internal Revenue Service. OMB No. 1545-0048			
				Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile			

**WELCOME TO THE OFFICE OF FINANCIAL AID AT
THE CITY COLLEGE OF NEW YORK**

The Office of Financial Aid is committed to helping you achieve your educational goals. Through grants, scholarships, loans and work-study opportunities, we strive to ensure qualifying students receive the assistance they need to make their educational goals a reality.

There are many costs associated with attending college. Tuition, fees, books/supplies and transportation are just some of these expenses. As a prospective City College of New York (CCNY) student, you are probably wondering how you are going to be able to pay for your education. One of the advantages of attending CCNY is its affordability. Its relatively low tuition combined with financial aid makes the challenge of paying for college considerably easier.

We are eager to help you obtain all the financial aid for which you and your family may qualify, but, in order for us to assist you, you must take the first step! Your eligibility for financial aid can only be determined from processed financial aid applications. If you would like to be considered for financial aid, you must always submit an application, even if you believe you may not be eligible.

Remember that filing for financial aid is an annual process. File your financial aid applications early, starting in October for the upcoming academic year. Always apply early and follow up to avoid disbursement delays.

Applications for most programs, as well as information regarding specific application procedures, eligibility requirements, methods of selecting recipients and allocating awards, and rights and responsibilities of recipients may be obtained from the Office of Financial Aid.

Please visit our website at: <https://www.ccny.cuny.edu/financialaid>. You may email, call or come to the office for all financial aid information. We wish you the best of luck in preparing for and completing your education.

Sincerely,

Arshaw Rambaran

Director of Financial Aid Office

City College Office locations

Office of Financial Aid financialaid@ccny.cuny.edu	Wille Admin. Blding Room A-104	212 650-6656
Admissions Office	Room A-101	212 650-6977
Evaluation and Testing	Room A- 213	212 650-6488
Scholarship Office	Room A-101	212 650-8716
Registrar Office	Room A-102	212 650-7850
Bursar Office	Room A-103	212 650-8700