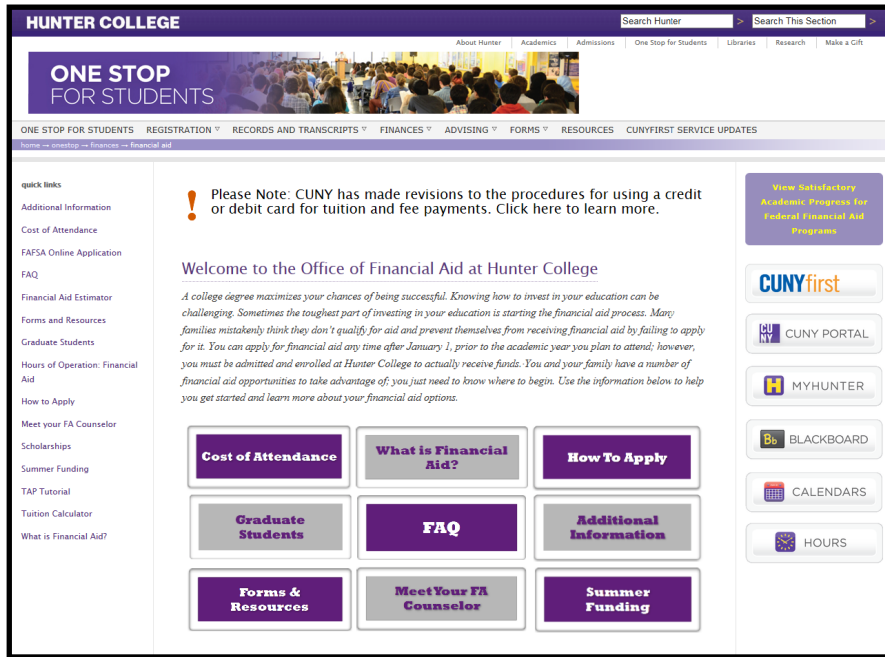


For More Information

Learn more about the opportunities available to finance your college education by visiting the Hunter College Office of Financial Aid Website at <http://www.hunter.cuny.edu/onestop/finances/financial-aid>



Do you have a question about your financial aid application or award status?

E-mail us at: finaid@hunter.cuny.edu

College Contact Information

Office of Financial Aid	Room 241-N	212-772-4820
Admissions' Office	Room 203-N	212-396-6047
Bursar's Office	Room 238-N	212-772-4400
Registrar's Office	Room S-315	212-772-4474

Office of Financial Aid

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 YOUR FEDERAL WORK-STUDY



VIEW YOUR PENDING FINANCIAL AID & YOUR REFUNDS



ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT



ENROLL IN A TUITION PAY PLAN & VIEW YOUR 1098-T FORM



COMPLETE A DIRECT LOAN PROCESSING FORM



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



VIEW YOUR "TO DO" LIST

After you have filed your FAFSA, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your application that must be finalized before you may receive a financial aid award 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 application. 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 Hunter College, you are only required to resolve the items listed for Hunter College

- It is not necessary to resolve items listed for other CUNY Colleges in order to finalize your financial aid or conduct other business at Hunter College.

View your To Do Items by

Due Date:
 Institution:
 Function: [Set search options](#)

To Do Item	Due Date	Status	Institution	Administrative Function
Sign Up Now for CUNY Alert	11/01/2014	Initiated	Hunter College	General
Complete the Supplement Form	11/25/2015	Initiated	Hunter College	Financial Aid
2015 Parent IRS Tax Transcript	06/09/2016	Received	Hunter College	Financial Aid
2016 V1 Dep Verification Wrk	06/09/2016	Received	Hunter College	Financial Aid



COMPLETE THE DIRECT LOAN PROCESSING FORM

If you want to request a direct loan for the award year, you must complete the Direct Loan Processing Form. Additional requirements to request a direct loan can be viewed on the Financial Aid website at <http://www.hunter.cuny.edu/onestop>

The following steps provide instructions on how to access the Direct Loan Processing Form 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 **Student Center**.

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

Institution: Hunter College
 Aid Year:



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 and download a PDF version of your W-2 Form.

NOTE: If you have 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
2015	WSF	W-2	01/29/2016	Year End Form	Filing Instructions

Form W-2 Wage and Tax Statement 2015		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code HUNTER COLLEGE 695 PARK AVENUE FINANCIAL AID OFFICE NEW YORK NY 10065		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
		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
		13 <small>Single, Married, Separated, Divorced, Widowed</small> Employer identification number (EIN)	14 Other	12b
		a Employee's social security number		12c
				12d
15 State NY	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
			19 Local income tax	20 Locality name NYC
Copy B-To Be Filed With Employee's FEDERAL Tax Return		This information is being furnished to the Internal Revenue Service. OMB No. 1545-0046		Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile.

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. To avoid delaying final processing and awarding of your financial aid.

Item List	To Do Item	Due Date	Status	Institution	Administrative Function
2016 V1 Indep Verification Wrk		05/12/2016	Received	Hunter College	Financial Aid
2015 Stdnt IRS Tax Transcript		05/13/2016	Received	Hunter 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 Item Detail

2016 V1 Indep Verification Wrk

Aid Year:	2017
Academic Institution:	Hunter College
Administrative Function:	Financial Aid
Due Date:	05/12/2016
Contact:	Hunter College
Department:	Financial Aid Office - N241
Phone:	212/772-4820
	finaid@hunter.cuny.edu
	Hunter College

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You must complete, sign, and submit a "2016-2017 Standard Verification V1 Independent 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/20162017INDV1.pdf>

[Return](#)



COMPLETE THE SUPPLEMENT FORM

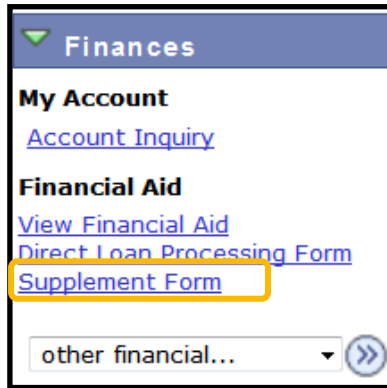
One of the "To Do" items will be to complete the Supplement Form. This is an application used by CUNY to determine potential eligibility for the New York State Aid for Part-Time Study (APTS) program.

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. Specify the college and aid year you wish to view.

Institution: Hunter College
Aid Year:



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 timesheet deadlines on the Hunter College Financial Aid website at: <http://www.hunter.cuny.edu/onestop/finances/financial-aid/federal-work-study-orientation>

You may also 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 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.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
07/07/2016	View Paycheck	Work Study - Federal	06/12/2016	06/25/2016	\$120.06	61874	<input checked="" type="checkbox"/>
06/09/2016	View Paycheck	Work Study - Federal	05/15/2016	05/28/2016	\$55.00	60541	<input checked="" type="checkbox"/>
05/26/2016	View Paycheck	Work Study - Federal	05/01/2016	05/14/2016	\$172.00	58496	<input checked="" type="checkbox"/>
05/12/2016	View Paycheck	Work Study - Federal	04/17/2016	04/30/2016	\$107.65	56375	<input checked="" type="checkbox"/>
04/28/2016	View Paycheck	Work Study - Federal	04/03/2016	04/16/2016	\$107.65	54110	<input checked="" type="checkbox"/>
04/14/2016	View Paycheck	Work Study - Federal	03/20/2016	04/02/2016	\$107.65	51739	<input checked="" type="checkbox"/>
03/31/2016	View Paycheck	Work Study - Federal	03/06/2016	03/19/2016	\$107.65	49378	<input checked="" type="checkbox"/>
03/17/2016	View Paycheck	Work Study - Federal	02/21/2016	03/05/2016	\$107.65	47246	<input checked="" type="checkbox"/>

STEP# 5: Select the Tax Year link to open the related Form 1098-T. You can download the Form 1098-T in PDF. Turn off your pop-up blocker to allow the form to appear in a new tab on the browser. "No Data Available" will appear next to the year if you are not eligible for a 1098T Form for that year.

Form 1098-T Tuition Statement. Includes fields for FILER'S name, address, OMB No. 1545-1574, 1 Payments received for qualified tuition and related expenses, 2 Amounts billed for qualified tuition and related expenses, FILER'S federal identification no., STUDENT'S social security number, 3 If this box is checked, your educational institution has changed its reporting method for 2015, STUDENT'S name, 4 Adjustments made for a prior year, 5 Scholarships or grants, Street address (including apt. no.), 6 Adjustments to scholarships or grants for a prior year, 7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2016, City or town, state or province, country, and ZIP or foreign postal code, 8 Check if at least half-time student, 9 Checked if a graduate student, 10 Inc. contract reimb./refund, Service Provider/Acct. No. (see instr.), Form 1098-T (keep for your records), www.irs.gov/form1098t, Department of the Treasury - Internal Revenue Service.

NOTE: CUNY offers a paperless Form 1098-T option. To access the paperless form, you must click on **Grant Consent** on the View 1098T page. By consenting to receive an electronic Form 1098-T, you will not receive future paper forms through the mail. If you do not select the electronic option, you will receive a paper Form 1098-T sent to the mailing address listed on your CUNYfirst Self Service.

View 1098-T					
General		Box Amount			
Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2015	Original	133893536	Senior College CUNYfirst Info	01/19/2016	03/23/2016
2014	Original	133893536	Senior College CUNYfirst Info	02/23/2015	03/13/2015
2013	Original	133893536	Senior College CUNYfirst Info	01/24/2014	03/24/2014

GO PAPERLESS!! Click Grant Consent below. You will be able to view, print, save and email the form as soon as it is produced without having to wait for it in the mail.



VIEW YOUR FINANCIAL AID AWARDS

The Cunyfirst Student Center provides information about your financial aid awards. These are listed for the entire academic year and are 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 multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.

Finances menu with options: My Account (Account Inquiry), Financial Aid (View Financial Aid, Direct Loan Processing Form Supplement Form), and other financial... with a right arrow button.

Financial Aid		
Select Aid Year to View		
Select the aid year you wish to view		
Aid Year	Institution	Aid Year Description
2017	Hunter College	Financial Aid Year 2016-2017
2016	Hunter College	Federal Aid Year 2015-2016

STEP# 6: On the **Award Summary** page, you will be able to view your awards for the entire academic year and for individual terms. You can access additional information through several hyperlinks which are explained on the following pages.

Financial Aid

Award Summary

Financial 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	1,453.51	1,453.51
Federal Pell Grant-Summer Fro	Grant	1,454.00	1,454.00
Estimated Tap Spring	Grant	2,133.00	2,133.00
Estimated TAP Waiver Spring	Grant	549.22	549.22
Initial TAP Waiver Fall	Grant	549.22	549.22
Initial TAP-Fall	Grant	2,133.00	2,133.00
Aid Year Totals		11,179.45	11,179.45

Currency used is US Dollar.

[Full-Yr. Financial Aid Summary](#)

Terms

2017 Spring Term

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	1,453.51	1,453.51
Estimated Tap Spring	Grant	2,133.00	2,133.00
Estimated TAP Waiver Spring	Grant	549.22	549.22
Term Totals		4,135.73	4,135.73

2016 Fall Term

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,907.50	2,907.50
Initial TAP Waiver Fall	Grant	549.22	549.22
Initial TAP-Fall	Grant	2,133.00	2,133.00
Term Totals		5,589.72	5,589.72

2016 Summer Term

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal Pell Grant-Summer Fro	Grant	1,454.00	1,454.00
Term Totals		1,454.00	1,454.00

Currency used is US Dollar.



VIEW YOUR 1098-T FORM

CUNY is required by the Internal Revenue Service (IRS) to issue the Form 1098-T Tuition Statement to students who have made payments towards qualified tuition and related expenses within the reporting tax year. This information will help the students or parents of dependent students determine eligibility to claim the American Opportunity Tax Credit or Lifetime Learning Tax Credit. To find out more about Form 1098-T tax incentives, access IRS Publication 970, Tax Benefits for Higher Education, or visit www.cuny.edu/1098tfaq.

You cannot obtain a Form 1098-T statement if:

- You received federal grants, scholarships or third-party payments that met or exceeded your total tuition amount for the entire calendar year.
- You received loans to cover tuition for a particular semester, but the loans disbursed during a different calendar year.

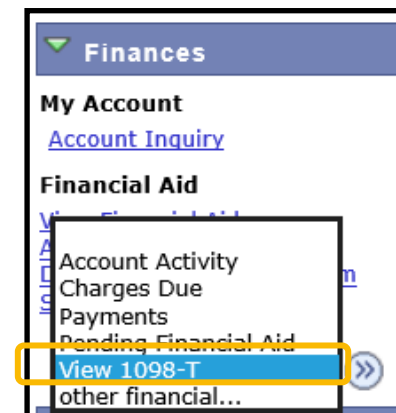
The following steps provide instructions on how to view your 1098-T form in CUNYfirst Self-Service.

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 **Student Center**.

STEP# 4: In the **Finances** section, select "**other financial...**" from the dropdown menu and click **View 1098-T**.





ENROLL IN A TUITION PAYMENT PLAN

If your financial aid package does not cover all of your tuition and fee charges you can enroll in the CUNY tuition payment plan. This plan allows you to arrange to pay your "out of pocket" tuition charges over a period of up to six months. This means that the burden of having to pay off your entire balance at the start of the academic term is reduced. Enrollment in the payment plan allows students to set up monthly payments with a credit/debit card or with electronic check.

The deferred payment plan is an interest free benefit but there is an enrollment fee of \$95 per term. For students and their families who opt for direct withdrawals from their bank accounts, a discount will be provided which will lower the enrollment fee to \$40 per term.

The following steps provide instructions on how to enroll in a tuition payment plan from CUNYfirst Self-Service:

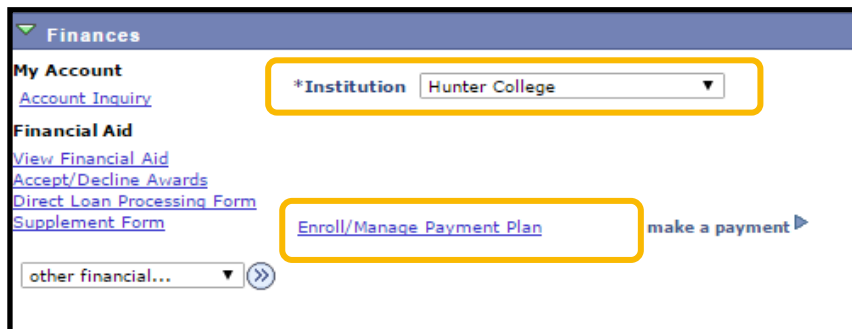
STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

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

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

STEP# 4: In the **Finances** section, select your institution and click Enroll/Manage Payment Plan.

The link takes you to the Nelnet Tuition Pay Plan enrollment website. You need to complete the enrollment process and choose your payment method (credit/debit/electronic check).



STEP# 7: Click on the **Full-Yr Financial Aid Summary** link to see your **Estimated Financial Aid Budget** for the academic year.

Financial Aid	
Full-Yr Financial Aid Summary	
Financial Aid Year 2016-2017	
The information below is a calculation of your estimated need.	
Estimated Financial Aid Budget	35,817.00
Expected Family Contribution	0.00
Estimated Need	35,817.00
Total Aid	8,497.23
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	
Financial Aid Year 2016-2017	
Listed below is an estimate of items used to determine your costs.	
Estimated Financial Aid Budget Breakdown	
2017 Spring Term	
Category Description	Amount
Books and Supplies	682.00
Activity Fees	86.00
Consolidated Fees	15.00
Technology Fee	125.00
Food (at home)	1,089.00
Housing	5,193.00
Lunch	574.00
Loan Fees	29.00
Medical Expenses	924.00
Personal Expenses	1,200.00
Transportation	527.00
Tuition	3,165.00
Term Total	13,609.00

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	
Federal Work Study Spring	Work/Study	1,000.00	1,000.00	
Estimated Tap Spring	Grant	2,532.50	2,532.50	
Estimated TAP Waiver Spring	Grant	652.09	652.09	
Term Totals		7,292.09	7,292.09	
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	1,000.00	
Initial TAP Waiver Fall	Grant	652.09	652.09	
Initial TAP-Fall	Grant	2,532.50	2,532.50	
CUSTA-Fall	Grant	50.00	50.00	
Term Totals		7,342.09	7,342.09	

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 here 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 the actual disbursement dates, you will need to check the **Account Activity** page in your **Student Center** [see p. 13 in this booklet].

Financial Aid						
Scheduled Disbursements						
Financial Aid Year 2016-2017						
2017 Spring 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 Spring	Grant	1,453.75	0.00	1,453.75	01/20/2017	
	Grant	1,453.75	0.00	1,453.75	02/27/2017	
Federal SEOG Spring	Grant	200.00	0.00	200.00	01/20/2017	
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.						
Account Inquiry						

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 the **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: 2/12/2016

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

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

The screenshot shows the 'Manage My Accounts' page with a green success message: 'You have successfully added the account Test Account.' Below this is a table of 'Financial Institution Details':

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, the 'ENROLL IN DIRECT DEPOSIT' button is highlighted with a yellow box.

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. The 'Account Nickname' field contains 'test account-6789' and is highlighted with a yellow box. The 'NEXT' button at the bottom right is also highlighted with a yellow box.



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

You must either accept or decline certain types of financial aid awards, such as 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 **Aid Year** link for the college and aid year you wish to view.

The screenshot shows the 'Finances' menu with the following links: My Account, Account Inquiry, Financial Aid, View Financial Aid, Accept/Decline Awards, Direct Loan Processing Form, and Supplement Form. The 'Accept/Decline Awards' link is highlighted with a yellow box.

The screenshot shows the 'Financial Aid' page with the heading 'Select Aid Year to View'. Below is a table with the following data:

Aid Year	Institution	Aid Year Description
2017	Hunter College	Financial Aid Year 2016-2017

The '2017' cell in the first row is highlighted with a yellow box.

STEP# 6: Review your entire awards package. Most of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. If you are awarded Federal Work-Study, you **MUST** accept your award (s) by checking the "Accept" checkbox next to each award. After checking Accept or Decline, do not forget to click the **SUBMIT** button at the bottom of the page.

NOTE: If you do not promptly indicate acceptance of your Federal Work-Study award, you risk losing it. If you wish to decline your PELL, TAP or SEOG award, you must contact the Financial Aid Office.

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal PELL Grant Fall	Grant	Undergraduate	2,907.50	2,907.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Spring	Grant	Undergraduate	2,907.50	2,907.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Spring	Grant	Undergraduate	200.00	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Fall	Grant	Undergraduate	200.00	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Spring	Work/Study	Undergraduate	1,000.00	<input type="text" value="1,000.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CUSTA-Fall	Grant	Undergraduate	50.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Estimated Tap Spring	Grant	Undergraduate	2,532.50	2,532.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Estimated TAP Waiver Spring	Grant	Undergraduate	652.09	652.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial TAP Waiver Fall	Grant	Undergraduate	652.09	652.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial TAP-Fall	Grant	Undergraduate	2,532.50	2,532.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Fall	Work/Study	Undergraduate	1,000.00	<input type="text" value="1,000.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			14,634.18	14,634.18		

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

Disbursement Date	Description	Award Amount
01/20/2017	2017 Spring Term	1,000.00

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.



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**.

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 SPYGLASS!**

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"/>
Routing Number	<input type="text" value="011000138"/> OF AMERICA, N.A.
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

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

Account Activity					
View by					
From	01/19/2016	To	07/19/2016	All Terms	go
Posted Date	Item	Term	Charge	Payment	Refund
06/16/2016	CUNY Consolidated Fee	2016 Fall Term	15.00		
06/16/2016	CUNY Technology Fee	2016 Fall Term	125.00		
06/16/2016	Student Activity Fee	2016 Fall Term	83.65		
06/16/2016	Student Senate Fee	2016 Fall Term	1.45		
06/16/2016	Undergrad Degree Resident	2016 Fall Term	3,165.00		
06/15/2016	CUNY Consolidated Fee	2016 Summer Term	15.00		
06/15/2016	CUNY Technology Fee	2016 Summer Term	62.50		
06/15/2016	Student Activity Fee	2016 Summer Term	25.70		
06/15/2016	Student Senate Fee	2016 Summer Term	1.45		
06/15/2016	Undergrad Degree Resident	2016 Summer Term	1,650.00		

In this example, the Scholarship, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student account on January 20th. Refunds were processed the next day on January 21st. Student received the refund on January 25th. Similarly, a second Pell disbursement was made on March 2nd, followed by another refund on March 3rd. The student received that refund on March 6th.

REMEMBER

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

Refund - the return of funds to you that are not needed to pay your tuition and fees. Refunds are issued either as a direct deposit payment to your bank account or mailed to your home as a check. Refunds are made available to the student within 3-5 days after the date the refund posts to your account. You need to make allowances in your financial planning to account for the timeframe between the initial disbursement date and the date you may expect to receive your refund.



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**.

Finances

My Account

- Account Inquiry
- other financial...
- Account Activity
- Charges Due
- Pending Financial Aid
- other financial...

Account Summary

You owe **250.00**.

- Due Now 250.00
- Future Due 0.00

**** You have a past due balance of 250.00. ****

Currency used is US Dollar.

Account Summary

You owe **5,144.75**. For the breakdown, access **Charges Due**

- Due Now 5,144.75
- Future Due 0.00

**** You have a past due balance of 5,144.75. ****

What I Owe				
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2016 Summer Term	1,754.65		1,454.00	300.65
2016 Fall Term	3,390.10		5,589.72	
Total	5,144.75		7,043.72	300.65

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.

Pending Financial Aid

View By:

Pending Financial Aid		
Award	Term	Amount
Federal Pell Grant- Summer Fro	2016 Summer Term	1,454.00
Initial TAP-Fall	2016 Fall Term	2,133.00
Federal Pell Fall	2016 Fall Term	1,453.75
Federal Pell Fall	2016 Fall Term	1,453.75
Initial TAP Waiver Fall	2016 Fall Term	549.22
Total Pending Financial Aid for this view		7,043.72

Currency used is US Dolar.

IMPORTANT NOTE: Your financial aid awards will NOT appear on your **Account Summary** page for at least 3 business days 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 3-5 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 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. You will receive that refund 3-5 days 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.

