ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

For certain types of financial aid such as Federal Work-Study, you will be required to either accept or decline the award.

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

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

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

**STEP# 4:** Under 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.
**STEP# 6:** Review your entire awards package. Most of your awards such as PELL, TAP & SEOG will be pre-accepted and require no further action by you. If you are awarded Federal Work-Study however, you **MUST** accept your award(s) by placing a checkmark in the **Accept** checkbox next to Work-Study award. After checking **Accept** or **Decline**, do not forget to click on the **SUBMIT** button.

**NOTE:** If you fail to promptly accept your Federal Work-Study award, you risk losing it. If you wish to decline your PELL, TAP or SEOG award, you must speak to the Office of Financial Aid at your college.

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.