

Office of Financial Aid

YOUR 2019– 2020 GUIDE TO FINANCIAL AID INFORMATION ON 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 &
SUBMIT ONLINE FORMS**



**VIEW YOUR FINANCIAL AID AWARDS &
ACCEPT OR DECLINE YOUR FEDERAL
WORK-STUDY AWARD**



**VIEW YOUR PENDING FINANCIAL AID &
YOUR FINANCIAL AID REFUNDS**



ENROLL IN DIRECT DEPOSIT



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



**FEDERAL WORK-STUDY, & JOB PLACEMENT,
PAYCHECK AND W-2 FORM(S)**



**COMPLETE THE DIRECT LOAN
PROCESSING FORM**

Office of Financial Aid

YOUR 2019– 2020 GUIDE TO FINANCIAL AID INFORMATION ON CUNYFIRST

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VIEW YOUR TO DO LIST

After you have filed your financial aid application(s), the "To Do list" on your CUNYfirst Self-Service Student Center will alert you if you have any outstanding requirements to complete your application(s). These items must be finalized before you receive a financial aid award letter.

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**. In the **To Do List** section on the right, you will see the list of outstanding items. If displayed, click the **more** link to see the additional requirements.



STEP# 4: Review the current outstanding items. The items which have an *Administrative Function* listed as **Financial Aid** will need to be resolved in order to complete your financial aid application. If you added multiple CUNY Colleges on your FAFSA, you will need to sort and filter by institution to make sure you are viewing items related to the college you attend or plan to attend.

NOTE: If you will be attending KBCC, you are only required to resolve the items listed for KBCC. It is not necessary to resolve items listed for other CUNY Colleges.

To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date

Institution

Function

To Do Item	Due Date	Status	Institution	Administrative Function
Receive 1098-T Electronically!	01/11/2019	Initiated	Kingsborough CC	Student Financials Account
2017 PARENT TAX RETURN	03/08/2019	Initiated	Kingsborough CC	Financial Aid
2019 V1 Dep Verification Wrk	03/08/2019	Initiated	Kingsborough CC	Financial Aid
Dep Stu Noninter Stmt Req	03/08/2019	Initiated	Kingsborough CC	Financial Aid
FAFSA Missing Signature	03/08/2019	Initiated	Kingsborough CC	Financial Aid

By clicking on each **To Do item** , you can view the details concerning the items, including instructions on how to resolve them, as well as the contact information for the Office of Financial Aid.

NOTE: You must resolve each **To Do item**. Failure to resolve the items will delay final processing and awarding of your financial aid. You can also resolve certain items by using our Online Forms (**See page 5**).

The instructions on the **To Do List** may ask you to download and/or submit one or more forms to the Office of Financial Aid. To access the required forms, you may need to copy and paste the web address into your web browser. Click on **Return** to go back to your Item List.

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Receive 1098-T Electronically!	01/11/2019	Initiated	Kingsborough CC	Student Financials Account
2017 PARENT TAX RETURN	03/08/2019	Initiated	Kingsborough CC	Financial Aid
2019 V1 Dep Verification Wrk	03/08/2019	Initiated	Kingsborough CC	Financial Aid
Dep Stmt (online) Stmt Req	03/08/2019	Initiated	Kingsborough CC	Financial Aid
FAFSA Missing Signature	03/08/2019	Initiated	Kingsborough CC	Financial Aid

2019 V1 Dep Verification Wrk

Aid Year: 2020

Academic Institution: Kingsborough CC
Administrative Function: Financial Aid
Due Date: 03/08/2019
Contact: Kingsborough Community College
Department: Financial Aid Office - U-201
Phone: 718/368-5651

finaid@kbcc.cuny.edu

[Submit - Online Verification F](#)

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 an online "2019-2020 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: <http://www2.cuny.edu/financial-aid/financial-aid-forms/>

[Return](#)



COMPLETE THE SUPPLEMENT FORM

The **Supplement Form** is used by CUNY to determine potential eligibility for the New York States Part-Time Study (APTS) program.

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: In the **Finances** section on the left, click the **Supplement Form** link.



STEP# 5: Enter **KCC01** for your Institution and **2020** for the Aid Year, then click **OK**, and provide the requested information on the next screens to complete the Form.



ONLINE FORMS & UPLOAD A DOCUMENT

Once you have reviewed your "To Do List" and have determined that additional documents are required use our online form tool to submit documents to the financial aid office.

Students who submit online applications will be processed within a week of submission. You can check your award status by logging on to your CUNYFirst account & clicking "View Financial Aid Awards" (See next chapter). To submit an Online Form you must have a KBCC email.

To Access KBCC's Online Form visit

www.KBCC.cuny.edu -> QUICK LINKS- > Financial Aid Office- > Downloadable Forms -> Fall 2019-Spring 2020

Parents of dependent students will be required to sign online forms electronically. To sign parents will receive:

- ◆ An email to sign the application. (This email will be sent to the parent's email address provided on the FAFSA.)
- ◆ An email will only be sent to the parent once the student has completed and signed the form.
- ◆ To create an account, parents must click "Create New Account"
- ◆ After creating the account, parents will be able to sign the documents electronically.
- ◆ Please note parents will only be able to make changes to their section of the forms.

You can also upload PDF files to the Financial Aid Office!

To Access KBCC's Upload Form visit

www.KBCC.cuny.edu -> QUICK LINKS- > Financial Aid Office- > UPLOAD DOCUMENTS -> Fall 2019-Spring 2020

NOTE: If you encounter any problems accessing your KBCC email account or need assistance reactivating your KBCC email account, please contact: KBCC Help Desk. Phone: 718-368-6679 E-mail: helpdesk@students.kbcc.cuny.edu



VIEW YOUR FINANCIAL AID AWARDS

Your Student Center provides information about your financial aid awards. The awards 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 menu on the left.

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

STEP# 4: Under 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 **Aid Year** 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
2020	Kingsborough CC	Financial Aid Year 2019-2020
2019	Kingsborough CC	Financial Aid Year 2018-2019
2018	Kingsborough CC	Financial Aid Year 2017-2018

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 awards for the entire academic year, as well as for individual terms. You can access additional information through several hyperlinks which are explained on the next few pages.

Financial Aid Year 2019-2020

Select the term hyperlinks below to see more detailed information.

Aid Year				
Award Description	Category		Offered	Accepted
Federal PELL Grant Fall	Grant		3,097.50	3,097.50
Federal PELL Grant Spring	Grant		3,097.50	3,097.50
2 Subsidized Direct Loan	Loan		3,000.00	0.00
Estimated Tap Spring	Grant		2,212.50	2,212.50
Estimated TAP Fall	Grant		2,212.50	2,212.50
Aid Year Totals			13,620.00	10,620.00

Currency used is US Dollar.

[Shopping Sheet](#)

[Full-Yr Financial Aid Summary](#)

[Loan Counseling](#)

Terms

2020 Spring Term

[View Scheduled Disbursement Dates](#)

Award Description	Category		Offered	Accepted
Federal PELL Grant Spring	Grant		3,097.50	3,097.50
2 Subsidized Direct Loan	Loan		1,500.00	0.00
Estimated Tap Spring	Grant		2,212.50	2,212.50
Term Totals			6,810.00	5,310.00

2019 Fall Term

[View Scheduled Disbursement Dates](#)

Award Description	Category		Offered	Accepted
Federal PELL Grant Fall	Grant		3,097.50	3,097.50
2 Subsidized Direct Loan	Loan		1,500.00	0.00
Estimated TAP Fall	Grant		2,212.50	2,212.50
Term Totals			6,810.00	5,310.00

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application.

If there is no financial aid displayed your application may be in progress. Please check back.

[Full-Yr Financial Aid Summary](#)

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

STEP# 8: Click on the hyperlinked **Budget Amount** to see your **Estimated Financial Aid Budget Breakdown** by Term.

Financial Aid

Full-Yr Financial Aid Summary

Financial Aid Year 2019-2020

The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	16,346.00
Expected Family Contribution	0.00 -
Estimated Need	16,346.00
Total Aid	9,195.00

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.

[Return](#)

Financial Aid

Estimated Financial Aid Budget

Financial Aid Year 2019-2020

Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

2020 Spring Term

Category Description	Amount
Books and Supplies	682.00
Activity Fees	86.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	2,472.00
Lunch	725.00
Loan Fees	29.00
Personal Expenses	999.00
Transportation	640.00
Tuition	2,400.00
Term Total	8,173.00

2019 Fall Term

Category Description	Amount
Books and Supplies	682.00
Activity Fees	86.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	2,472.00
Lunch	725.00
Loan Fees	29.00
Personal Expenses	999.00
Transportation	640.00
Tuition	2,400.00
Term Total	8,173.00
Total Cost of Attendance	16,346.00

Currency used is US Dollar.

The items listed above are based on costs associated with your academic program. These costs are estimates only and are subject to change based on changes to academic standing, as well as other factors impacting tuition and fees.

[Return](#)

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

[View Scheduled Disbursement Dates](#)

Terms				
2020 Spring Term		View Scheduled Disbursement Dates		
Award Description	Category	Offered	Accepted	
Federal PELL Grant Spring	Grant	3,097.50	3,097.50	
2 Subsidized Direct Loan	Loan	1,500.00	0.00	
Estimated Tap Spring	Grant	2,212.50	2,212.50	
Term Totals		6,810.00	5,310.00	
2019 Fall Term		View Scheduled Disbursement Dates		
Award Description	Category	Offered	Accepted	
Federal PELL Grant Fall	Grant	3,097.50	3,097.50	
2 Subsidized Direct Loan	Loan	1,500.00	0.00	
Estimated TAP Fall	Grant	2,212.50	2,212.50	
Term Totals		6,810.00	5,310.00	

The **Scheduled Disbursements** page displays the projected dates your financial aid awards should be disbursed to 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 page 13 in this booklet].

2019 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	774.38	0.00	774.38	09/03/2019
	Grant	2,323.12	0.00	2,323.12	10/14/2019
2 Subsidized Direct Loan	Loan	0.00	0.00	0.00	
Term Totals		3,097.50	0.00	3,097.50	



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

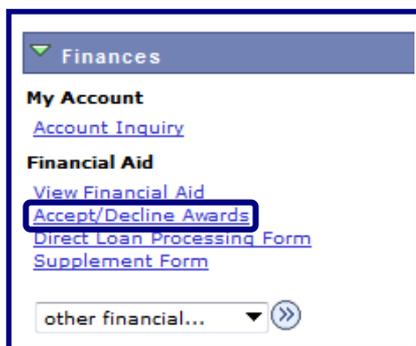
For certain types of financial aid such as Federal Work-Study, you will be required to either accept or decline the award.

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.

Financial Aid

Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2020	Kingsborough CC	Financial Aid Year 2019-2020
2019	Kingsborough CC	Financial Aid Year 2018-2019
2018	Kingsborough CC	Financial Aid Year 2017-2018

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

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.

Last Updated:		Status: Revised Package				
Award	Category	Career	Offered	Accepted	Accept	Decline
Federal PELL Grant Fall	Grant	Undergraduate Kingsborough CC	3,097.50	3,097.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Fall	Work/Study	Undergraduate Kingsborough CC	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Spring	Work/Study	Undergraduate Kingsborough CC	1,800.00	1,800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Spring	Grant	Undergraduate Kingsborough CC	3,097.50	3,097.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			8,995.00	8,995.00		

Currency used is US Dollar. [accept all](#) [decline all](#) [clear all](#) [Update Totals](#)

SUBMIT

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.

Federal Aid Year 2019-2020		
Award: Federal Work Study Fall		Category: Work Study
Disbursement Date	Description	Award Amount
08/31/2019	2019 Fall Term	1,000.00
Currency used is US Dollar.		
Message		
<ul style="list-style-type: none"> - You must be registered for at least six credit hours - You must find an eligible part-time (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 		
Return to Award Package		



VIEW YOUR PENDING AID

The following steps provide instructions for you 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 has not actually been paid out.

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 **Account Inquiry** link, then click on the **Summary Tab** to see the details of the **Account Summary**.



Account Inquiry		Electronic Payments/Purchases		Account Services	
summary	activity	charges due	payments	pending aid	
Account Summary					
You owe 2,626.45. For the breakdown access Charges Due					
<ul style="list-style-type: none"> ▪ Due Now 2,626.45 ▪ Future Due 0.00 					
"You have a past due balance of 18.00." Financial Aid					
What I Owe					
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due	
20 19 Fall Term	18.00			18.00	
20 19 Fall Term	2,626.45		5,307.50		
Total	2,626.45		5,307.50	18.00	
Currency used is US Dollar. MAKE A PAYMENT					
Remittance Addresses					

STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking on 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 All Terms go

Award	Term	Amount
Initial TAP-Fall	2019 Fall Term	2,400.00
Federal Pell Fall	2019 Fall Term	1,453.75
Federal Pell Fall	2019 Fall Term	1,453.75
Total Pending Financial Aid for this view		5,307.50

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 changes to enrollment which affect your financial aid eligibility, your recalculated financial aid awards will 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 either be electronically deposited to your personal bank account if you have set up **Direct Deposit** or sent to your home address in the form of a paper check if you have not set up Direct Deposit.

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 be eligible to receive a 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.

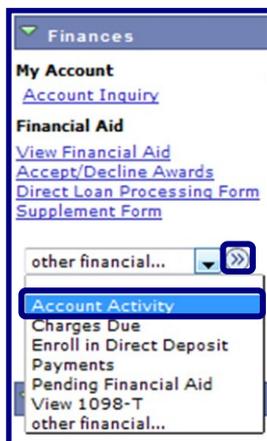
View your account activity information by doing the following:

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

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

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

STEP# 4: Under the **Finances** section, select the **Account Activity** link from the drop down menu, then click on the double arrows (»).



The **Account Activity** page will display the activity occurring in your account for the academic year. To view per semester, select the semester from the dropdown list then click **go**.

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 two 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. These refunds were issued to the student on January 23rd. Additionally, a second Pell disbursement was made on March 2nd, another refund was issued on March 3rd, and this refund was issued on March 6th.

REMEMBER

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

Refund - the return of funds to you that exceed 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 you 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.



ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps will assist you 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 menu on the left.

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

STEP# 4: Click on **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's Details**. After entering the required account information, click the **Next** button.

Account Inquiry | Electronic Payments/Purchases | Account Services
direct deposit | 1098t tax form | bank accounts

My Accounts

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

ADD ACCOUNT

NOTE: Enter the routing number as well as your account number exactly as it appears on your check.

Manage My Accounts

Add Account Details

Enrolling in Direct Deposit is a fast, convenient and easy way to receive your Financial Aid, including Work Study, and Tuition and Fee refunds. Enter your account details below and click next to proceed. Visit CUNY's refund page to learn more about all of your refund options [CUNY Refund Options site](#).

Bank Details

Nickname:

Account Type: [View Sample Check](#)

Routing Number: JPMORGAN CHASE BANK

Account Number:

Confirm Account Number:

Account Holder:

[Help](#)

CANCEL **NEXT**

STEP# 6: On the **My Direct Deposits** panel, click **Enroll In Direct Deposit**, followed by **Proceed To Enroll In Direct Deposit**.

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

Manage My Accounts

Result

 **ALERT: YOU HAVE NOT COMPLETED ENROLLMENT OF THIS BANK ACCOUNT FOR DIRECT DEPOSIT.**

You have successfully added the account Test Account. In order to complete your direct deposit enrollment for this bank, click the Enroll in Direct Deposit button below.

Bank Details	
Nickname	Test Account
Account Type	Checking
Bank Code	021000021 JPMORGAN CHASE BANK
Account Number	XXXXX6789
Account Holder	Test T. Account

[ENROLL IN DIRECT DEPOSIT](#)
[MANAGE MY BANK ACCOUNTS](#)

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

My Direct Deposits

Account Summary

You have the following financial institution accounts set up. If you intend to use another financial institution account not listed below, click on Add another Account. Otherwise, click on Proceed to Modify Direct Deposit.

Account Summary as of 07/11/2016		
Account Nickname	Account Type	Account Number
Test Account-6789	Checking	XXXXX6789

[ADD ANOTHER ACCOUNT](#)
[PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

STEP# 7: On the **Enroll in Direct Deposit** panel, choose the Bank Account you wish to enroll in **Direct Deposit** from the drop down menu then click **Next**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | 1098t tax form | bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit.

Direct Deposit Distribution

Account Nickname

test account-6789

Select Bank Account

test account-6789

[Help](#)

CANCEL NEXT

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. If you would like information about CUNY's Scholar Support Card program, please visit the [CUNY Scholar Support Card site](#).

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.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any 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: 07/11/2016

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

CANCEL BACK SUBMIT

You have now completed the process to **Enroll in Direct Deposit!**

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

Enroll in Direct Deposit

Result

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

Account Nickname
test account-6789

[GO TO DIRECT DEPOSIT SUMMARY](#)



ENROLL IN A TUITION PAYMENT PLAN

You may discover that your financial aid awards will not cover all your tuition and fee charges. The CUNY tuition payment 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 you to set up monthly payments with a credit or debit card or with an electronic check (eCheck).

The *Enrollment Fee* to sign up using a Debit/Credit Card is \$95 per term, while the enrollment fee to sign up using an eCheck is \$40 per term. **The Enrollment Fee is Non-Refundable.**

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 menu on the left.

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 screenshot shows the 'Finances' section of the CUNYfirst website. On the left, there is a navigation menu with links for 'My Account', 'Financial Aid', and 'other financial...'. The 'My Account' section includes 'Account Inquiry'. The 'Financial Aid' section includes 'View Financial Aid', 'Accept/Decline Awards', 'Direct Loan Processing Form', and 'Supplement Form'. The main content area shows the institution as 'Kingsborough Community C'. Below this is an 'Account Summary' box with the following information:

You owe 2,618.60.	
■ Due Now	2,618.60
■ Future Due	0.00

** You have a past due balance of 18.00. **

Currency used is US Dollar.

At the bottom of the page, there is a button labeled 'Enroll/Manage Payment Plan' and a link for 'make a payment'.

The link will take you to the Nelnet Tuition Pay Plan enrollment website as shown on the following page. You need to complete the enrollment process and choose your payment method (credit/debit or eCheck).

STEP# 5: Select **Payment Plan** from the menu on the left.

The City University of New York

Message Board [Sign Out](#)

Message Board

Payment Profiles

Authorize Payers

User Preferences

Transaction History

Payment Plan

Welcome to the QuikPAYSM system. Through QuikPAYSM, you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAYSM also offers context-sensitive help. Simply click on the question mark next to a field to get help.

STEP# 6: On the **Payment Plans** page choose either the Credit/Debit Card or ECheck option from the **Available Payment Plans** then click on **Sign Up for New payment Plan**, and follow the instructions on the next screens to complete the enrollment process.

nelnet BUSINESS SOLUTIONS

Message Board [Sign Out](#)

Message Board

Payment Profiles

Authorize Payers

User Preferences

Transaction History

Payment Plan

Nelnet Business Solutions may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans

To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

Active Payment Plans

To view the detail of an active plan and to change the payment method for your plan, click the "View Details" link for that particular plan.

Available Payment Plans

[Credit/Debit Card \(\\$95.00 Non Refundable Enrollment Fee \(18.67% Down Payment May Be Required\)\)](#)

[E-Check \(\\$40.00 Non Refundable Enrollment Fee \(18.67% Down Payment May Be Required\)\)](#)

[Sign Up for New Payment Plan](#)



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 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 get 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.

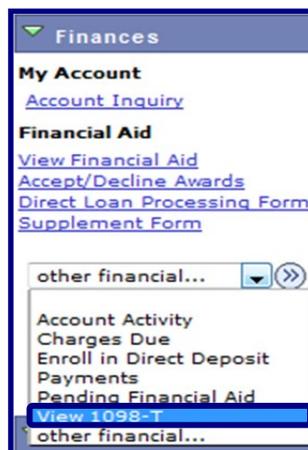
The following steps provide instructions on how to view your 1098-T form in CUNYfirst Self-Service.

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

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

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

STEP# 4: Under the **Finances** section, select **View 1098-T** from the dropdown menu then click on the double arrows (»).



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

CORRECTED					
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses		OMB No. 1545-1574	
		\$		20	
		2 Amounts billed for qualified tuition and related expenses		Form 1098-T	
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 <input type="checkbox"/>			
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 2010 <input type="checkbox"/>	
City or town, state or province, country, and ZIP or foreign postal code		\$			
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund		
		\$			
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 via 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 CUNYfirst Self Service.

Account Inquiry	Electronic Payments/Purchases	Account Services			
View 1098-T					
<p>Years listed indicate which 1098-T statements are available for you to access. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. Visit http://www.cuny.edu/admissions/financial-aid/tax-benefits/fed-tax-cred.html for Frequently Asked Questions.</p> <p>Note:</p> <ol style="list-style-type: none"> If you use a pop up blocker, you will have to disable it to display your 1098-T. If there is no hyperlink for the amounts, detail information is not available. Please contact your College 1098-T Representative should you need more information. 					
View 1098-T					
General Box Amount					
Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2014	Original		Senior College CUNYfirst Info		
2013	Original		Senior College CUNYfirst Info		
<p>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.</p>					
					
				<div style="border: 2px solid black; border-radius: 10px; padding: 5px; display: inline-block;">GRANT CONSENT</div>	



FEDERAL WORK-STUDY (FWS) AND WORK-STUDY JOB PLACEMENT

Federal Work-Study (FWS) is campus-based federal Title IV financial aid that comes in the form of employment. The FWS program provides students with an opportunity to be placed in a part-time job that accommodates their academic schedule.

Application Process:

The FAFSA is the application that is used for federal grants and federal work study.

Eligibility Requirements

- Students must enroll in a matriculated course of study and register for at least six credits.
- Students receive FWS funds according to the number of hours worked. The rate of pay is at least minimum wage.
- Students are encouraged to choose job placements with an eye towards community service and/or future vocational interests.

FWS funds are limited and are awarded to students on a first come, first served basis. File early for the best possibility of receiving FWS funds.

STEPS 1 & 2 OF FEDERAL WORK-STUDY JOB PLACEMENT

Step 1: Access KBCC's Federal Work-Study Resource page at www.kbcc.cuny.edu -> **Inside KCC-** > **Logon** - > **"Applying for a Job"**

Your User name will be your:

Kingsborough student email address

Your Password will be your:

Kingsborough student email password

Note: All federal work-study correspondence will be sent to your KBCC email account. KBCC students are assigned an email account upon completion of a successful registration. The college strongly recommends that you log in to your e-mail account at least once every 6 months, to ensure that your messages and attachments are kept intact. In the event that you do not log in to your email account for an extended period of time, it will be disabled. If your account is disabled, you must reactivate it to receive any emails. **All federal work study students must have their KBCC email account active before applying for a job.**

If you encounter any problems accessing your KBCC email account or need assistance reactivating your KBCC email account, please contact:

KBCC Help Desk

Phone: 718-368-6679 E-mail: helpdesk@students.kbcc.cuny.edu

Step 2: Searching for Job

Go to The Federal Work-Study Resource Page and click on the "Search for a Job" link. Select either the "Quick Search" or "Advanced Search" or **"Show All Active Jobs"** tab to view the available jobs. Click on the Job Title for the job that you are interested in to view the Job Details.

STEP 3: APPLYING FOR A JOB

You can also submit an online job application by clicking on the "Apply for this Job" link and completing the application. All the requested information must be completed on the application. Incorrect entries will cause your application to be rejected. Once your application is completed print your receipt for your records. **If you do not receive an email response within 72 hours on the status of your application, contact the supervisor directly by phone or by visiting the department.**

Note: Please do not apply for more than four jobs at a time. You can only work at one site at any given time. You must choose your job site wisely by reading the entire job description. Discuss the job duties and work schedule with the supervisor before you accept a position (during the interview). Once you accept a job position, you are expected to remain at that job site until you have exhausted your FWS funds.

STEP 4–6 : INTERVIEW PROCESS

Step 4: After the interview, if the supervisor is interested in hiring you, supervisor **must** submit an online hire request for you.

Step 5: Print and complete the following forms:

- FWS Student Information
- FWS Rights & Responsibilities Fact Sheet
- Form W-4 Employee's Withholding Allowance Certificate
- Employment Eligibility Verification Form I-9
- Form IT-2104 NYS Employee's Withholding Allowance Certificate **or** IT-2104E NYS Certificate of Exemption from Withholding
- Family Educational Rights and Privacy Act Non-Disclosure Agreement (FERPA)

Step 6: Submit the completed forms to the financial aid office along with the acceptable documents listed on the last page of the I-9 form to establish your identity and employment authorization.

Note: The Financial Aid Staff cannot assist students in completing their tax forms (W-4, IT-2104 and IT-2104E). If you have any questions AFTER you have read the instructions on the forms, please contact: The Internal Revenue Service (IRS) **for the W-4 form.** The New York State Department of Taxation and Finance for **the IT-2104 and IT-2104E Forms.**

Step 7: Once the Federal Work Study Office receives your hire request, you and the supervisor will receive an email stating that your hire request has been approved. **Do not report to work until you receive an approval email.** If you encounter any problems, please inform the Financial Aid Office staff.

STEP 7: INTERVIEW PROCESS CONTIUNED

Step 7: Once the Federal Work Study Office receives your hire request, you and the supervisor will receive an email stating that your hire request has been approved. **Do not report to work until you receive an approval email.**

If you encounter any problems, please inform the Financial Aid Office staff.

STEP 8: REVIEW OF TIMESHEET

Step 1: Access KBCC's Federal Work-Study Resource page at www.KBCC.cuny.edu -> Inside KCC- > Logon - > **Entering Time Sheet**

Step 2: Click 'My Timesheets' from the NavBar

Step 3: Enter a Timesheet

- Click your job title to view your timesheets
- If this is the first time you are entering a timesheet for the current pay period, click 'Start Timesheet'. If you have already entered time for the current pay period, the link will be labeled 'Go to Timesheet'.
- Click 'OK' on the confirmation dialog box
- Click 'Add a New Entry' to enter your time
- Select the start time for the day you are entering time
- Select the end time for the day you are entering time
- Optional: Add break time if needed.
- Click 'Add' to save your time entry.
- If you are finished entering time, click 'Return' to return to your list of jobs.
- If you wish to log out, click the 'Log out' button and you will return to the Student Employment Home Page.

Step 4: Submit your Timesheet

- Click 'Go to time sheet' to review your entries
- Click 'Hand in this Time Sheet'
- Click 'Submit Time Sheet'
- Click 'OK' to confirm

Your timesheet is now pending approval by a supervisor. You cannot access it again unless your supervisor rejects it.



VIEW YOUR FEDERAL WORK-STUDY PAYCHECK

If you have been placed in a Federal Work-Study job and have begun working, you can view timesheet deadlines on the KBCC Financial Aid website at: [https://www.kbcc.cuny.edu/financialaid/documents/FWS/FWS Time Sheet Schedule.pdf](https://www.kbcc.cuny.edu/financialaid/documents/FWS/FWS_Time_Sheet_Schedule.pdf) . You can 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 menu on the left.

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

STEP# 4: Click the **View 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								Find	View All	First	1-3 of 11	Last
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 at the end of 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 menu on the left.

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

STEP# 4: Click the **View Work-Study W-2/W-2c Forms**.

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

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							1 of 1
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

c Employer's name, address, and ZIP code
 BOROUGH OF MANHATTAN CC
 199 CHAMBERS STREET
 FINANCIAL AID OFFICE
 NEW YORK NY 10007

e Employee's name, address, and ZIP code

7 Social security tips		1 Wages, tips, other compensation		2 Federal income tax withheld	
8 Allocated tips		3 Social security wages		4 Social security tax withheld	
9		5 Medicare wages and tips		6 Medicare tax withheld	
10 Dependent care benefits		11 Nonqualified plans		12a See instructions for box 12	
13 a Statutory employee, b Employer identification number (EIN), c Employee's social security number		14 Other		12b	
				12c	
				12d	
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax	
NY				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. 1545-0045 Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile

NOTE: If you have problems accessing your Federal Work-Study W-2 Form, please visit the Office of Financial Aid and ask to speak to the *Work Study Coordinator*.



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 our website at: https://www.kbcc.cuny.edu/financialaid/downloadableforms_new.html

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 menu on the left

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

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



STEP# 5: Enter **KCC01** for your Institution and **2020** for the Aid Year, then click **OK**.

STEP# 5: Indicate the loan type by placing checkmarks in the checkbox next to **Direct Subsidized Loan** and/or **Direct Unsubsidized Loan** then type in the amount you wish to borrow for **Loan Amount Requested \$**. You must also indicate how many credits you anticipate you will be registered for in each of the boxes next to **Anticipated Credits For Semester(s)**. For the **Loan Period** you must answer the questions by indicating either **Yes** or **No** for questions 1 through 3. Place a checkmark on the checkbox under the **Applicant Certification**, then click **Save**.

Direct Loan Processing Form

KCC01 Kingsborough CC 2019 Financial Aid Year 2018-2019

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 (\$): 0.00

Direct Unsubsidized Loan Loan Amount Requested (\$): 0.00

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

Applicant Certification : 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.

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.

SAVE CANCEL

You have now completed your **Direct Loan Processing Form!**

Please note you can also submit a Direct Loan Paper application with the Financial Aid Office in Room U-201. **To Access KBCC's Online Form visit www.KBCC.cuny.edu -> QUICK LINKS - > Financial Aid Office- > Downloadable Forms -> Fall 2019-Spring 2020**

For More Information

Learn more about the opportunities available to finance your college education by visiting KBCC's Office of Financial Aid Website at: <http://kingsborough.edu/financialaid/homepage.html>

Office of Financial Aid
Net Price Calculator
Winter/Summer Module
Tuition and Fees
Financial Aid Lab Room
Navigating CUNYfirst
Student Eligibility
Awarding Criteria
Federal Financial Aid
Federal Pell Grant
Federal SEOG
Federal Work-Study Program
Academic Requirements (SAP)
Withdrawals and the Return

Office of Financial Aid

Mission Statement

The Office of Financial Aid at Kingsborough Community College aims to assist the current and prospective students and their families with obtaining the necessary financial resources to finance their education at Kingsborough Community College including:

- Providing adequate financial assistance and resources to eligible students
- Advising students and families on the availability of financial aid
- Assisting students and families with the completion of financial aid forms and other required documents
- Processing financial aid in compliance with federal and state regulations
- Providing information to students regarding budgeting, alternative aid sources and debt management
- Providing information and training to our students to enable them to become financially responsible

School Codes:

Federal Code (FAFSA): 002694

Do you have a question about your financial aid application or award status? E-mail us at: finaid@kbcc.cuny.edu and we will respond promptly to your inquiry (usually within 2-3 business days).

Important College Contacts at your Fingertips

<i>Office of Financial Aid</i>	<i>Room U-201</i>	<i>(718) 368-4644</i>
<i>Financial Aid Lab</i>	<i>Room V-201</i>	<i>(718) 368-4978</i>
<i>Admission's Office</i>	<i>Room V-102</i>	<i>(718) 368-5676</i>
<i>Student Help Desk</i>	<i>Rooms L-106/L107 & M224</i>	<i>(718) 368-6679</i>
<i>Cyber Lounge</i>	<i>Room M-200</i>	<i>(718) 368-6679</i>
<i>Bursar's Office</i>	<i>Room A-205</i>	<i>(718) 368-5416</i>
<i>Registrar's Office</i>	<i>Room A-101</i>	<i>(718) 368-5136</i>
<i>One-Stop Center</i>	<i>Room V-100</i>	<i>(718) 368-6700</i>
<i>Access-Ability Services</i>	<i>Room D-205</i>	<i>(718) 368-5175</i>
<i>Health Services</i>	<i>Room A-108</i>	<i>(718) 368-5684</i>
<i>TRIO</i>	<i>Room D-102</i>	<i>(718) 368-5601</i>
<i>ASAP Office</i>	<i>Room M-211C</i>	<i>(718) 368-5616</i>
<i>Freshmen Year Counselors</i>	<i>Room F-123</i>	<i>(718) 368-4806</i>
<i>Student Advisement</i>	<i>Room M-101</i>	<i>(718) 368-5744</i>
<i>Library</i>	<i>Room L-200</i>	<i>(718) 368-5637</i>
<i>Tutorial Services</i>	<i>Room L-605</i>	<i>(718) 368-5118</i>
<i>Honors Program</i>	<i>Room 3-377</i>	<i>(718)368-5365</i>
<i>Student Life</i>	<i>Room C-123</i>	<i>(718) 368-5597</i>
<i>Career Development</i>	<i>Room C-102</i>	<i>(718) 368-5115</i>
<i>Resources Center Counseling</i>	<i>Room D-102</i>	<i>(718) 368-5601</i>
<i>Public Safety</i>	<i>Room L-202</i>	<i>(718) 368-4800</i>