# KINGSBOROUGH
## COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

# 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**

# KINGSBOROUGH
## COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

# Office of Financial Aid

## YOUR 2019– 2020 GUIDE TO FINANCIAL AID INFORMATION ON CUNYFIRST

## Table of Content

# 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.

**To Do List**

- Receive 1098-T Electronically!
- 2017 PARENT TAX RETURN
- 2019 V1 Dep Verification Wrk
- Dep Stu Nonfiler Stmt Req
- FAFSA Missing Signature

more ▶

**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 | | go |

**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 Stu Nonfiler Stmt Req | 03/08/2019 | Initiated | Kingsborough CC | Financial Aid |
| FAFSA Missing Signature | 03/08/2019 | Initiated | Kingsborough CC | Financial Aid |

Cancel

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 Stu Nonfiler 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.

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**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

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**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

**9**

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

| 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.

| Award | Category | Career | Offered | Accepted | Accept | Decline |
|-------|----------|--------|---------|----------|--------|---------|
| Last Updated: | | | Status: | Revised Package | | |
| Federal PELL Grant Fall | Grant | Undergraduate Kingsborough CC | 3,097.50 | 3,097.50 | ☑ | ☐ |
| Federal Work Study Fall | Work/Study | Undergraduate Kingsborough CC | 1,000.00 | 1,000.00 | ☑ | ☐ |
| Federal Work Study Spring | Work/Study | Undergraduate Kingsborough CC | 1,800.00 | 1,800.00 | ☑ | ☐ |
| Federal PELL Grant Spring | Grant | Undergraduate Kingsborough CC | 3,097.50 | 3,097.50 | ☑ | ☐ |
| 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**

- You must be registered for at least six credit hours
- You must find an eligible part-time (job listings are available in the financail 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**.

**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.



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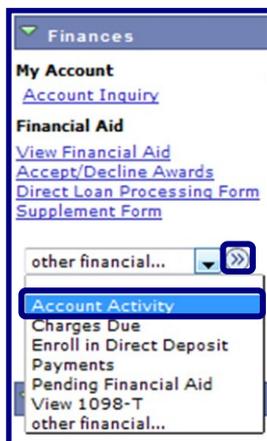
The **Account Activity** page will display the activity occurring in your account for the academic year. To view per semester, select the semester from the dropdown list then click **go**.

**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.



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



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



**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.

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 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.



**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.

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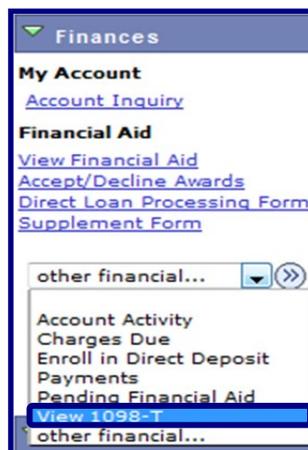
**STEP# 5:** Select the Tax Year link to open the related Form 1098-T. You can download the Form 1098-T in PDF. If you have a pop-up blocker make sure you turn it off to allow the form to appear in a new tab on your browser. *No Data Available* will appear next to the year if you are not eligible for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



**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.

# 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 FASFA 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 <u>one</u> 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** . 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 ◀ 1-8 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 | ☑ |
| 01/22/2015 | View Paycheck | Work Study - Federal | 12/28/2014 | 01/10/2015 | $347.00 | 14831 | ☑ |
| 01/08/2015 | View Paycheck | Work Study - Federal | 12/14/2014 | 12/27/2014 | $347.00 | 14143 | ☑ |
| 12/23/2014 | View Paycheck | Work Study - Federal | 11/30/2014 | 12/13/2014 | $347.00 | 12909 | ☑ |
| 12/11/2014 | View Paycheck | Work Study - Federal | 11/16/2014 | 11/29/2014 | $329.84 | 11534 | ☑ |
| 11/26/2014 | View Paycheck | Work Study - Federal | 11/02/2014 | 11/15/2014 | $347.00 | 10124 | ☑ |
| 11/13/2014 | View Paycheck | Work Study - Federal | 10/19/2014 | 11/01/2014 | $347.00 | 8821 | ☑ |
| 10/30/2014 | View Paycheck | Work Study - Federal | 10/05/2014 | 10/18/2014 | $347.00 | 8339 | ☑ |

# 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 | ☑ |

**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*.

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# 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**.



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

| |
|---|
| 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 |

**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

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