A GUIDE TO YOUR FINANCIAL AID INFORMATION IN CUNYfirst

- View your To-Do List and Complete the Supplement Form (Pg. 2-4)
- View your Financial Aid Awards (Pg. 5-8)
- Accept or decline your Federal Work–Study awards (Pg. 9-10)
- View your pending Financial Aid and your Financial Aid Refunds (Pg. 11-14)
- Add your bank account and enroll in direct deposit (Pg. 15-18)
- Enroll in a tuition payment plan and view your 1098–T form (Pg. 19-22)
- View your Federal Work-Study paycheck and W-2 form (Pg. 23-24)

Office of Financial Aid
VIEW YOUR TO DO LIST

After you have filed your financial aid applications, the To Do list in your CUNYfirst Self-Service Student Center will alert you if you have any outstanding requirements to complete your application.

These items must be finalized before you receive a financial aid awards package.

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

STEP# 2: Select Student Center from the menu on the left.

STEP# 3: In the To Do List section on the right, you will see the list of outstanding items. 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 need to be resolved to complete your financial aid application. A Status of Initiated indicates the item is incomplete.

If you added multiple CUNY Colleges on your FAFSA, filter by institution to make sure you are viewing items related to the college you attend or plan to attend.

NOTE: You are only required to resolve the items listed for Guttman Community College if you will be attending Guttman. It is not necessary to resolve items listed for other CUNY Colleges in order to finalize your financial aid at Guttman.
Click on each **To Do Item** to view descriptions and instructions on how to resolve each item. Contact information for the Office of Financial Aid will also be displayed.

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

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

### To Do List

#### To Do Item Detail

#### 2018 V1 Dep Verification Wrk

<table>
<thead>
<tr>
<th>Aid Year:</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>Guttman CC</td>
</tr>
<tr>
<td>Administrative Function:</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Due Date:</td>
<td>04/18/2018</td>
</tr>
<tr>
<td>Contact:</td>
<td>Guttman Community College</td>
</tr>
<tr>
<td>Department:</td>
<td>Office of Financial Aid, 3rd f</td>
</tr>
<tr>
<td>Phone:</td>
<td>646/313-8011</td>
</tr>
</tbody>
</table>

[financial.aid@guttman.cuny.edu](mailto:financial.aid@guttman.cuny.edu)

**URLID**

### Description

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

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

**STEP# 2:** Select Student Center from the menu on the left.

**STEP# 3:** In the Finances section on the left, click the Supplement Form link.

**STEP# 4:** Enter NCC01 for your Institution and 2019 for the Aid Year (for 2018-2019), click OK, and provide the requested information on the next screens to complete the Form.
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. If you do not see your financial aid awards, check your To Do List (see pg 2) as you may have outstanding requirements to complete your application.

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

STEP# 2: Select Student Center from the menu on the left.

STEP# 3: Under the Finances section, click the View Financial Aid link.

STEP# 4: On the Select Aid Year to View page, you may see listings for multiple aid years and multiple colleges. Click the Aid Year link for the college and aid year you wish to view.
**STEP# 5:** 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**

**Award Summary**

**Financial Aid Year 2018-2019**

Select the term hyperlinks below to see more detailed information.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal PELL Grant Fall</td>
<td>Grant</td>
<td>3,047.50</td>
<td>3,047.50</td>
</tr>
<tr>
<td>Federal PELL Grant Spring</td>
<td>Grant</td>
<td>3,047.50</td>
<td>3,047.50</td>
</tr>
<tr>
<td>Estimated Tap Spring</td>
<td>Grant</td>
<td>2,383.00</td>
<td>2,383.00</td>
</tr>
<tr>
<td>Estimated TAP Fall</td>
<td>Grant</td>
<td>2,383.00</td>
<td>2,383.00</td>
</tr>
<tr>
<td><strong>Aid Year Totals</strong></td>
<td></td>
<td>10,861.00</td>
<td>10,861.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

- **Shopping Sheet**
- **Satisfactory Academic Progress**
- **Full-Yr Financial Aid Summary**

<table>
<thead>
<tr>
<th>Terms</th>
<th>View Scheduled Disbursement Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019 Spring Term</strong></td>
<td></td>
</tr>
<tr>
<td>Award Description</td>
<td>Category</td>
</tr>
<tr>
<td>Federal PELL Grant Spring</td>
<td>Grant</td>
</tr>
<tr>
<td>Estimated Tap Spring</td>
<td>Grant</td>
</tr>
<tr>
<td><strong>Term Totals</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2018 Fall Term</strong></th>
<th>View Scheduled Disbursement Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Description</td>
<td>Category</td>
</tr>
<tr>
<td>Federal PELL Grant Fall</td>
<td>Grant</td>
</tr>
<tr>
<td>Estimated TAP Fall</td>
<td>Grant</td>
</tr>
<tr>
<td><strong>Term Totals</strong></td>
<td></td>
</tr>
</tbody>
</table>

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# 6:** Click on the **Full-Yr Financial Aid Summary** link to see your **Estimated Financial Aid Budget** for the academic year.
**STEP# 7:** 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 2018-2019**

The information below is a calculation of your estimated need.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Financial Aid Budget</td>
<td>15,092.00</td>
</tr>
<tr>
<td>Expected Family Contribution</td>
<td>0.00</td>
</tr>
<tr>
<td>Estimated Need</td>
<td>15,092.00</td>
</tr>
<tr>
<td>Total Aid</td>
<td>5,095.00</td>
</tr>
</tbody>
</table>

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.

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**2018 Fall Term**

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>758.00</td>
</tr>
<tr>
<td>Activity Fees</td>
<td>57.00</td>
</tr>
<tr>
<td>Consolidated Fees</td>
<td>15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>125.00</td>
</tr>
<tr>
<td>Housing</td>
<td>2,439.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>725.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>29.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>998.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>2,400.00</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>7,546.00</strong></td>
</tr>
<tr>
<td><strong>Total Cost of Attendance</strong></td>
<td><strong>15,092.00</strong></td>
</tr>
</tbody>
</table>

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.
STEP# 8: Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link.

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).
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](https://home.cunyfirst.cuny.edu)

**STEP# 2:** Select **Student Center** from the menu on the left.

**STEP# 3:** Under the **Finances** section, click the **Accept/Decline Awards** link.

**STEP# 4:** 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.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>Aid Year Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Bronx CC</td>
<td>Financial Aid Year 2018-2019</td>
</tr>
<tr>
<td>2019</td>
<td>Borough of Manhattan CC</td>
<td>Financial Aid Year 2018-2019</td>
</tr>
<tr>
<td>2019</td>
<td>Medgar Evers College</td>
<td>Financial Aid Year 2018-2019</td>
</tr>
<tr>
<td>2019</td>
<td>Guttman CC</td>
<td>Financial Aid Year 2018-2019</td>
</tr>
<tr>
<td>2019</td>
<td>NYC College of Technology</td>
<td>Financial Aid Year 2018-2019</td>
</tr>
</tbody>
</table>
**STEP# 5:** 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.

Click on the Award hyperlink to view detailed information about the award and its requirements.

![Award Table](image1)

![Financial Aid Detail](image2)

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

**STEP# 2**: Select **Student Center** from the menu on the left.

**STEP# 3**: Under the **Finances** section, click the **Account Inquiry** link, then click on the **Summary Tab** to see the details of the **Account Summary**.
**STEP# 4:** 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](image)

**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 registration for the semester. If you make any changes to your enrollment (schedule) that 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: You will only be eligible to receive a refund after all charges on your account are satisfied. 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 Student Center from the menu on the left

**STEP# 3:** 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**.

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**

A **Disbursement** is the transfer of funds into your CUNYfirst Student Account.

A **Refund** is 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](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.
**STEP# 6:** Click on **Enroll In Direct Deposit** to make the bank account you just added as your direct deposit account.

**STEP# 7:** On the **My Direct Deposits** panel, click **Enroll In Direct Deposit**, followed by **Proceed To Enroll In Direct Deposit**.
**STEP# 8:** 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# 9:** 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!
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 Student Center from the menu on the left.

**STEP# 3:** 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 pay-
STEP# 4: Select **Payment Plan** from the menu on the left.

STEP# 5: 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.
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 **Student Center** from the menu on the left.

**STEP# 3:** Under the **Finances** section, select **View 1098-T** from the dropdown menu then click on the double arrows (»).
STEP# 4: 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.
VIEW YOUR FEDERAL WORK-STUDY PAYCHECK

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

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

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

**STEP# 2:** Select **HR/Campus Solutions** from the 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 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](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](image)

**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.
For More Information

Learn more about the opportunities available to finance your college education by visiting Guttman’s Financial Aid Website at:

http://guttman.cuny.edu/admissions/financial-aid/

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

E-mail us at: financial.aid@guttman.cuny.edu we will respond promptly to your inquiry. The Office of Financial Aid is located in the HUB. The HUB is the center of student services typically associated with the offices of Admissions, the Registrar, Bursar and Financial Aid.

Why visit the Hub?

• Find out about your course registration.
• Inquire about your bill.
• Ask how much financial aid you have been awarded.
• Provide verification of information necessary to receive your financial aid award.
• Provide immunization documentation.
• Update your address or telephone number if you’ve moved.
• Verify your enrollment or request a transcript.
• Obtain information about any other service you may need to be successful at Guttman, or just stop by to say hello!

Visit us Monday–Friday 9:00 a.m.-5:00 p.m. or by appointment outside these hours. Phone: (646) 313-8080.
Important College Contacts

The HUB 646-313-8080
Financial Aid 646-313-8011
Admissions 646-313-8010
Office of the Bursar 646-313-8142
Office of the Registrar 646-313-8080
Testing Services 646-313-8006
Office of Wellness 646-313-8165
Public Safety 646-313-8101
Office of AccessABILITY 646-313-8812
Single Stop 646-313-8064
IT Help Desk 646-313-8008