New Student Orientation

**COMPLETE THE FINANCIAL AID CHECKLIST!**

### STEP #1: APPLY FOR FINANCIAL AID

**Which application should I complete?**

- **If you meet one of the following criteria:**
  - U.S. Citizen
  - Permanent Resident (Green Card Holder)
  - or other eligible non-citizen:
    - [https://studentaid.gov/understand-aid/eligibility/](https://studentaid.gov/understand-aid/eligibility/)

- **If you fit the following description:**
  - Undocumented student
  - DREAMer or “DACA-mented” student
  - Other status not defined as an eligible noncitizen:
    - [https://studentaid.gov/](https://studentaid.gov/)

- **You should file FAFSA and TAP for 2020-2021:**
  - FAFSA: [https://fafsa.ed.gov](https://fafsa.ed.gov)
  - TAP: [https://www.tap.hesc.ny.gov/totw](https://www.tap.hesc.ny.gov/totw)

- **You do not qualify for federal student aid.**
  - Apply for the Jose Peralta Dream Act [https://www.hesc.ny.gov/dream](https://www.hesc.ny.gov/dream)
  - Apply for the Angela and Cornelis Klein Scholarship. PDF application available online at our UndocuALLY page: [www.guttman.cuny.edu/UndocuALLY](www.guttman.cuny.edu/UndocuALLY)

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### STEP #2: COMPLETE FINANCIAL AID TO DO LIST ITEMS (IF REQUIRED)

After completing your online applications, it will take 3-5 business days for Guttman to receive your electronic Financial Aid applications. You may be required to complete additional steps or submit documents. Be sure to check your CUNYfirst TO DO list:

- Log into CUNYfirst: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu)
- Select Campus Solutions from the left menu. Navigate to Self Service followed by Student Center.
- In the To Do List section, you will see a list of outstanding items. Click the “more” link to see more information.
- Review the current outstanding financial aid items for Guttman Community College. Documents must be submitted to the Financial Aid Office via the Document Upload option on CUNYfirst.

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### STEP #3: CHECK YOUR FINANCIAL AID

Your Student Center provides information about your financial Aid awards. After you are registered for classes and completed all financial aid requirements, your financial Aid offer will be applied here:

- In the “Finances” section, click the “View Financial Aid” link.
- Select the Aid Year for the college and aid year you wish to view.
- On the Award Summary page, you will be able to view your awards for Fall 2020.

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### STEP #4: UNDERSTANDING FINANCIAL AID POLICIES

- Attend your classes! Failure to attend one or more courses will result in a **WN grade**. A WN grade affects your financial aid eligibility and may create a balance.
- Your enrollment for the term (which includes both sessions) is locked on the 7th day of the term. Therefore it is important to pre-register for your Session 2 courses prior to the 7th day of the term. **Your financial aid will be based on the enrollment locked in on the 7th day of the term.**
- If you need to swap or drop a course(s), be sure to check the Guttman Academic Calendar for important deadlines: [https://guttman.cuny.edu/academics/academic-support-resources/calendar/](https://guttman.cuny.edu/academics/academic-support-resources/calendar/)
- Consult with your Academic Advisor and Financial Aid Advisor before making any changes to your enrollment as this may affect your financial aid.
In some cases, financial aid does not cover the entire cost of tuition and fees. CUNY offers convenient ways to pay your tuition online.

- You can pay your tuition in installments via QuikPay Payment Plan. Enroll as early as June 23, 2020 for the fall 2020 semester.
- You can make a payment from your CUNYfirst account via e-check, debit or credit card.
- No in-person Cash, Credit or Debit cards accepted.

### OTHER PAYMENT OPTIONS

### FALL 2020 IMPORTANT DATES

#### FALL I SESSION
- September 11, 2020: Last day to drop course(s) for 100% tuition refund
- September 12, 2020: Classes Begin (Start of the Fall I session)
- September 18, 2020: Financial Aid Certification Date*

#### FALL II SESSION
- January 3, 2021: Last day to drop course(s) for 100% tuition refund
- January 4, 2021: Classes Begin (Start of Fall II session)

*Fall I and Fall II together make up your Fall term, so to have both sessions counted towards your financial aid eligibility you must register for both sessions by the Financial Aid Certification date each term.

### TYPES OF FINANCIAL AID

#### Federal Pell Grant
- Awarded only to students who display financial need. It is a grant and does not need to be paid back.
- Eligibility is determined by completion of all FAFSA requirements (including To Do List items), fall and spring enrollment, and Satisfactory Academic Progress standards. Can be used to pay tuition, books and supplies etc.

#### Federal Work-Study
- Enables qualified students to have on-campus, part-time employment while pursuing a degree.
- Eligibility is determined by completion of all FAFSA requirements (including To Do List items), fall and spring enrollment, and Satisfactory Academic Progress standards.

#### New York State TAP and Jose Peralta Dream Act
- Provides tuition assistance for full-time students (12+ credits) and is based on the family's New York State net taxable income.

#### Excelsior Scholarship
- A NYS funded grant for full-time students. It is a “last dollar” tuition only scholarship which means it will make up the difference in tuition if the other financial aid awards (TAP, Pell, other tuition based scholarships) do not cover the full tuition charge.

#### Federal Direct Loans
- Provides federally insured, low-interest, long-term loans to you or your parents to help you cover the costs of attending college.

Don't forget to check your Guttman Email!

### IMPORTANT REMINDERS!

- You must meet annual Satisfactory Academic Progress (SAP) standards to maintain your eligibility of financial aid. Academic progress is evaluated at the end of each Spring term. If you fail to meet these standards, you may be able to submit a Title IV Appeal. For more information: https://guttman.cuny.edu/academics/academic-support-resources/satisfactory-academic-progress-sap/
- Always check your Guttman email and CUNYfirst To Do List for important financial aid notifications.
- Submit all required financial aid documentation via the secure CUNYfirst document upload in a timely manner to avoid delays.
- Always consult with your Academic Advisor and Financial Aid Advisor before you decide to drop/withdraw from a class.
- Check the Guttman Academic Calendar for important dates and deadlines: https://guttman.cuny.edu/academics/academic-support-resources/calendar/

### QUESTIONS?

- **Office of Financial Aid**: Tel: 646-313-8011.
- **Request Financial Aid Advisement**: Secure your appointment using Starfish or request an appointment by email.
- **Email a Financial Aid Advisor**: financial.aid@guttman.cuny.edu.
- **CUNYfirst Document Submission** instructions may be found online at www.guttman.cuny.edu/faforms.

### Notes: