

Office of Financial Aid

A GUIDE TO YOUR FINANCIAL AID INFORMATION IN 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



VIEW YOUR FINANCIAL AID AWARDS & AC-CEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARD



VIEW YOUR PENDING FINANCIAL AID & YOUR FINANCIAL AID REFUNDS



ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT



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



VIEW YOUR FEDERAL WORK-STUDY PAYCHECK AND W-2 FORM



COMPLETE THE DIRECT LOAN PROCESSING FORM

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 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 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 you 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 in order to finalize your financial aid or conducting other business at KBCC.

Your current To items, change t	Do items are s he options beli	hown below. To sort ow and click Go	or filter your To Do	
View your To Do	Items by			
Due Date		a.		
Institution	Kingsborou	gh CC 🔹		
Function			1 🛄	20
Item List		11		1
To Do Item	Due Date	Status	Institution	Administrative Function
Sign Up Now for CUNY Alert	03/31/2015	Initiated	Kingsborough CC	General
Complete the Supplement Form	05/13/2015	Initiated	Kingsborough CC	Financial Aid
2015 Stdnt IRS	06/23/2016	Initiated	Kingsborough CC	Financial Aid
2016 VI Indep Verfication Wrk	06/23/2016	Initiated	Kingsborough CC	Financial Aid
File your TAP	07/01/2016	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.

<u>NOTE</u>: 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.

Item List	Item List					
To Do Item	Due Date	Status	Institution	Administrative Function		
Sign Up Now for CUNY A!ert	03/31/2015	Initiated	Kingsborough CC	General		
Complete the Supplement Form	05/13/2015	Initiated	Kingsborough CC	Financial Aid		
2015 Stdnt IRS Tax Transcript	06/23/2016	Initiated	Kingsborough CC	Financial Aid		
2016 V1 Indep Verification Wrk	06/23/2016	Initiated	Kingsborough CC	Financial Aid		
File your TAP Application	07/01/2016	Initiated	Kingsborough CC	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.





COMPLETE THE SUPPLE-MENT FORM

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.

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 **2017** for the Aid Year, then click **OK**, and provide the requested information on the

Sı	1pplement Form
Institution:	KCC01
Aid Year:	2017 Q
ок	CANCEL

next screens to complete the Form.



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: <u>https://home.cunyfirst.cuny.edu</u>.

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.



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 hyper-links which are explained on the next few pages.

			go to
Financial Aid			
Award Summary			
inancial Aid Year 20	16-2017		
elect the term hyperlink	s below to see	more detailed inform	ation.
Award Description	Cabaaan	Offered	Accepted
Federal DELL Greet Fall	Category	2 907 50	2 907 50
Federal PELL Grant Fail	Granc	2,907.30	2,907.30
Spring	Grant	2,907.50	2,907.50
Estimated Tap Spring	Grant	2,400.00	2,400.00
Initial TAP-Fall	Grant	2,400.00	2,400.00
Aid Year Totals		10,615.00	10,615.00
erms			
erms 2017 Spring Term		View Scheduled Di	sbursement Dates
erms 2017 Spring Term Award Description	Category	View Scheduled Di Offered	sbursement Dates Accepted
erms 2017 Spring Term Award Description Federal PELL Grant Spring	Category Grant	View Scheduled Di Offered 2,907.50	sbursement Dates Accepted 2,907.50
erms 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring	Category Grant Grant	View Scheduled Di Offered 2,907.50 2,400.00	sbursement Dates Accepted 2,907.50 2,400.00
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals	Category Grant Grant	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term	Category Grant Grant	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term Award Description	Category Grant Grant Category	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term Award Description Federal PELL Grant Fall	Category Grant Grant Category Grant	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered 2,907.50	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted 2,907.50
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term Award Description Federal PELL Grant Fall Initial TAP-Fall	Category Grant Grant Category Grant Grant	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered 2,907.50 2,907.50 2,907.50 2,907.50 2,907.50 2,907.50	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted 2,907.50 2,400.00
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term Award Description Federal PELL Grant Fall Initial TAP-Fall Term Totals	Category Grant Grant Category Grant Grant	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered 2,907.50 2,907.50 2,907.50 2,907.50 2,400.00 5,307.50	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted 2,907.50 2,400.00 5,307.50
Award Description Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals Colf Fall Term Federal PELL Grant Fall Initial TAP-Fall Term Totals Currency used is US Dollar.	Category Grant Grant Category Grant Grant	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di 0,907.50 2,400.00 5,307.50	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted 2,907.50 2,400.00 5,307.50
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term Award Description Federal PELL Grant Fall Initial TAP-Fall Term Totals Currency used is US Dollar. our financial aid award is d pplication. If there is no fin	Category Grant Grant Category Grant Grant Grant drant etermined from the	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 e information provided i red your application may	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted 2,907.50 2,400.00 5,307.50
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term Award Description Federal PELL Grant Fall Initial TAP-Fall Term Totals Currency used is US Dollar. Sour financial aid award is d pplication. If there is no fin rogress. Please check bac	Category Grant Grant Category Grant Grant Grant display k.	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 the information provided i yed your application may	sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted 2,907.50 2,400.00 5,307.50
2017 Spring Term 2017 Spring Term Award Description Federal PELL Grant Spring Estimated Tap Spring Term Totals 2016 Fall Term Award Description Federal PELL Grant Fall Initial TAP-Fall Term Totals Currency used is US Dollar. Sour financial aid award is d pplication. If there is no fin rogress. Please check bac	Category Grant Grant Category Grant Grant Grant display k.	View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 View Scheduled Di Offered 2,907.50 2,400.00 5,307.50 the information provided i yed your application may	Sbursement Dates Accepted 2,907.50 2,400.00 5,307.50 sbursement Dates Accepted 2,907.50 2,907.50 2,907.50 2,907.50 2,400.00 5,307.50 1,400.00 5,307.50 n your tbe in

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.

		go to 🗸	»
Financial Aid			
Full-Yr Financial Aid Summ	ary		
Financial Aid Year 2016-2017			
The information below is a calculation of y	our estimated need.		
Estimated Financial Aid Budget	<u>14,870.00</u>		
Expected Family Contribution	0.00 -		
Estimated Need	14,870.00		
Total Aid	8,215.00		
Currency used is US Dollar.			
This is your financial aid eligibility based	on your estimated financial aid	d	
(budget) costs, family contribution, and e	stimated need for this aid year	r.	
Return go to			

2016 Fall Term	
Category Description	Amount
Books and Supplies	600.00
Activity Fees	61.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	2,372.00
Lunch	675.00
Loan Fees	29.00
Personal Expenses	1,000.00
Supplies Only	158.00
Tuition	2,400.00
Term Total	7,435.00
Total Cost of Attendance	14,870.00

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.

Те	rms				
2	2017 Spring Term		View Scheduled Disbursement Dates		
	Award Description	Category	Offered	Accepted	
	Federal PELL Grant Spring	Grant	2,907.50	2,907.50	
	Estimated Tap Spring	Grant	2,400.00	2,400.00	
	Term Totals		5,307.50	5,307.50	
2	016 Fall Term		View Scheduled D	isbursement Dates	
	Award Description	Category	Offered	Accepted	
	Federal PELL Grant Fall	Grant	2,907.50	2,907.50	
	Initial TAP-Fall	Grant	2,400.00	2,400.00	
	Term Totals		5,307.50	5,307.50	

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 <u>earliest date</u> 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].

Financial Aid	Financial Aid						
Scheduled Disb	Scheduled Disbursements						
Financial Aid Year	2016-201	7					
2016 Fall Torm	2010 201						
2010 Fall Term							
To view actual disburs	ements to y	our financial account	t, access A	ccount Inquiry.			
Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date		
Federal PELL Grant Fall	Grant	1,453.75	0.00	1,453.75	08/29/2016		
	Grant	1,453.75	0.00	1,453.75	10/10/2016		
Initial TAP-Fall	Grant	2,400.00	0.00	2,400.00	08/30/2016		
Term Totals		5,307.50	0.00	5,307.50			
Currency used is US [ollar.						
If any accept amount i	s zero or if t	he scheduled disbur	sement da	te is blank,			
your award will not be	disbursed. P	lease proceed to Av	ard Accep	tance page to			
accept or decline these awards.							
Account Inquiry							
Peturn to Award Summ	30/						
Recorn to Award Summ							
go to 🔻	S						



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.

Financ	ial Aid				
Select Aid Year to View					
Select th	ne aid year you wish to view				
Aid Year	Institution	Aid Year Description			
2017	Kingsborough CC	Financial Aid Year 2016-2017			
2016	Kingsborough CC	Federal Aid Year 2015-2016			
2015	Kingsborough CC	No self-service access for this aid year.			

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: 06	5/22/2016 12	:44:18PM Status	Revised P	ackage		
Award	Category	Career	Offered	Accepted	Accept	Decline
<u>Federal PELL</u> <u>Grant Fall</u>	Grant	Undergraduate Kingsborough CC	2,887.50	2,887.50	\checkmark	
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	2,887.50	2,887.50	V	
Total			8,575.00	8,575.00		
Currency used is U	S Dollar.	accept a	ll decline a	all clear al	l updat	e 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.





VIEW YOUR PENDING AID

The following steps provide instructions for you to view your pending financial aid in CUNYfirst Self-Service.

<u>NOTE</u>: 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**.

▼ Finances		
My Account Account Inquiry	*Institution	Kingsborough Community C 👻
View Financial Aid Accept/Decline Awards Direct Loan Processing Form Supplement Form	You owe 2 Due No Future ** You have Currency of	,618.60. W 2,618.60 Due 0.00 ve a past due balance of 18.00. ** used is US Dollar.

Account Inqu	Liry	nic Payments/Purc	hases Acc	ount Services			
summary	activity	charges due	payments	pending aid			
ecount Summary							
You owe 2,618.60 Due Now Future Du	2,618.60 e 0.00	n, access <u>Charg</u>	<u>ies Due</u>				
** You have a pa	ast due balance of 1	8.00. **		<u>Financial</u> <u>Aid</u>			
What I Owe							
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due			
2016 Spring Term	18.00			18.00			
2016 Fall Term	2,600.60		5,307.50				
Total	2,618.60		5,307.50	18.00			
Currency used is	Currency used is US Dollar. Make A Payme						
D Remittance A	ddresses						

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.

Account Inquiry Electronic Payments/	Purchases /	Account Services
summary activity charges due	payments	pending aid
Pending Financial Aid		
View By All Terms 🚽 go		
Pending Financial Aid Find View All	🗖 🛛 First 🚺	1-4 of 4 🚺 Last
Award	Term	Amount
Initial TAP-Fall	2016 Fall Term	2,400.00
Federal Pell Fall	2016 Fall Term	1,453.75
Federal Pell Fall	2016 Fall Term	1,453.75
Total Pending Financial Aid for this view		5,307.50
	First	t 🚺 1-4 of 4 🖸 Last

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 (**»**).

Finances
My Account
Account Inquiry
Financial Aid
<u>View Financial Aid</u> <u>Accept/Decline Awards</u> <u>Direct Loan Processing Form</u> <u>Supplement Form</u>
other financial 💽 📎
Account Activity
Charges Due Enroll in Direct Deposit Payments Pending Financial Aid View 1098-T other financial

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**.

View by					
From 09/16	/2014 🕅 To 03/16/	2015 🕅 🛛	2015 Spring	Term 👻 go	
Transaction	S	Find View /	AII 🗖	First 🚺 1-1	0 of 16 D
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		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.



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	nquiry Elect	tronic Payments/Purchases	Accoun	t Services	
direct d	eposit	1098t tax form	bank a	iccounts	1
My Accou	nts ve not created an v account details.	account profile. Click the	Add Accoun	t button to	
			F	ADD ACCOUNT	
	Manage M	y Accounts			
	Add Accour	nt Details			
NOTE: Enter the routing number as well as your account	Enrolling in Direct including Work St next to proceed. V Refund Options si	Deposit is a fast, convenient an udy, and Tuition and Fee refund /isit CUNY's refund page to learn <u>te.</u>	id easy way to s. Enter your a n more about a	receive your Fina ccount details be Il of your refund	ancial Aid, low and click options <u>CUNY</u>
	Bank Details				
number exactly as	T Nickname	Test Account]		
appears on your	Account Type	Checking 👻		View	Sample Check
check.	Routing Number	021000021	JPMORGA	N CHASE BANK	
	Account Number Confirm Account Account Holder	123456789 Number 123456789 Test T. Account]]]		
					<u>Help</u>
				CANCEL	NEXT

STEP# 6: To make the bank account you just added as your direct deposit account, click on **Enroll In Direct Deposit**.

Account Inquir	y Electronic Payments/Purchases Account Services
direct deposi	t 1098t tax form bank accounts
Manage My A Result	ccounts
ALERT: YOU FOR DIRECT You have su complete yo Direct Depo	HAVE NOT COMPLETED ENROLLMENT OF THIS BANK ACCOUNT I DEPOSIT. Accessfully added the account Test Account. In order to our direct deposit enrollment for this bank, click the Enroll in sit button below.
Bank Details Nickname Account Type Bank Code	Test Account Checking 021000021 JPMORGAN CHASE BANK
Account Number Account Holder	XXXXX6789 Test T. Account
	ENROLL IN DIRECT DEPOSIT MANAGE MY BANK ACCOUNTS

STEP# 7: 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
My Direct Deposits	s not enrolled in Direct Deposit.	
ENROLL	IN DIRECT DEPOSIT	
Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts
My Direct Deposits	5	
Account Summary You have the following fina another financial institution Otherwise, click on Proceed	ncial institution accounts set up. 1 account not listed below, click o 10 Modify Direct Deposit.	. If you intend to use on Add another Account.
Account Summary as of (07/11/2016	
Account Nickname	Account Type Account Nur	mber
Test Account-6789	Checking XXXXX6789	Ð
ADD ANG	THER ACCOUNT PROCEED TO B	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**.

	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts
Enroll in Direct	Deposit	
Add Direct Denosi		
Auto Direct Deposi		
select a financial institut	ion to designate as direct deposit.	
Direct Deposit Distributi	ion	
Direct Deposit Distributi Account Nickname	ion	
Direct Deposit Distributi Account Nickname test account-6789 💌	ion	
Direct Deposit Distribut Account Nickname test account-6789	ion	Hala
Direct Deposit Distribut Account Nickname test account-6789 Select Bank Account test account-6789	ion	Help

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.

Enroll in Direct De	posit		
Agreement			
Review the financial institution Deposit enrollment. If you woul please visit the <u>CUNY Scholar</u>	information and agreement Id like information about CU <u>Support Card site.</u>	. Click Submit to INY's Scholar Sup	complete the Direct oport Card program,
Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		
Currency used is US Dollar			
You are about to enroll in Dire up for direct deposit will allow payments applied to your stud savings or Scholar Support Ca process instead of a check ma I hereby authorize in accordar Clearinghouse Association ("I automated clearinghouse elec above.	ct Deposit for your refund a excess from financial aid re lent account to be deposite ind account. You will receiv illed to you. Acce with the rules and regul VACHA") my institution to tronic fund transfer ("ACH"	nd/or Work Study efunds, Work Stud d directly into you e your funds faste ations of the Natic credit any paymen () to the account(s	checks. Signing y and over ir checking, r through this onal Automated nts due to me via s) referenced
You may change your account made through this process wil submission.	information as necessary I be available in your accou	hrough self-servi nt depending on t	ce. Payments iming of this
We recommend that you print	this page to retain a copy o	f this agreement f	or your records.
The agreement is dated: 07/	/11/2016		
Yes, I agree to the terms a	and conditions of this agree	ment.	
	CANCEL	BACK	SUBMIT

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

Account Inquiry Electronic Payments/Pu	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 PAY-MENT 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.

Finances			
My Account	*Institution	Kingsborough Com	munity C 👻
Financial Aid	Account Si	ummary	
View Financial Aid Accept/Decline Awards Direct Loan Processing Form Supplement Form	You owe 2 Due No Future You have	,618.60. ow 2,618.60 Due 0.00 ve a past due balanc	e of 18.00. **
	Currency	used is US Dollar.	
	Enroll/Mana	age Payment Plan	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.



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/1098tfag.

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

FLETS name, shoet address, chy or town, state or province, country, ZP or foreign postal code, and telephone matteer		Payments received for qualified tration and related expenses S Amounts billed for qualified tuition and related expenses S	0M8 No. 1545-1574	Tuition Statemen
LER'S federal identification no.	STUDENT'S social security number	3 If this box is checked, your e has changed its reporting me	ducational institution athod for 2015	Copy E For Studen
STUDENT'S name Struet address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code		4 Adjustments made for a prior year \$	5 Scholarships or grants	This is important tax information and is bein furnished to the
		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	Internal Revenu Service. This for may be used to
		s	period beginning January - March 2016 ►	complete Form 8860 to claim education credits. Give it to the
ervice Providee/Acct, No. (see instr.)	8 Check if at least half-time student	9 Checked if a graduate student	10 Ins. contract reimb./refund	tax preparer or use it to prepare the tax return

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.

Years listed hyperlink to http://www Questions.	d indicate whic o view the 109 w.cuny.edu/ad	h 1098-T statemen 98-T Tuition Statem missions/financial-ai	ts are available for you to ent. To view the details, o id/tax-benefits/fed-tax-cro	access. Click the click the Box Am ed.html for Freq	e Tax Year nount Tab. Vis uently Asked
Note: 1. If you u 2. If there College 10 View 1098 General	se a pop up bl is no hyperlink 98-T Represer 3-T	locker, you will have c for the amounts, o itative should you n	to disable it to display yo detail information is not av need more information.	ur 1098-T. ailable. Please (contact your
Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal
2014	Original		Senior College CUNYfirst Info		
2013	Original		Senior College CUNYfirst Info		
(i) Go sa it	D PAPERLESS we and email in the mail.	5!! Click Grant Cor the form as soon	asent below. You will be as it is produced witho	able to view, ut having to w	print, ait for



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: http://www.kbcc.cuny.edu/subfinancial_aid/Documents/2016-2017/Work%20Study% 20Time%20Sheet%20Schedule%202016-2017.pdf. 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.

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	<u>Company</u>	Pay Begin Date	Pay End Date	<u>Net Pay</u>	Paycheck Number	PDF File
03/05/2015	View Paycheck	Work Study - Federal	02/08/2015	02/21/2015	\$656.06	16700	 Image: A start of the start of
01/22/2015	View Paycheck	Work Study - Federal	12/28/2014	01/10/2015	\$347.00	14831	\checkmark
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	\checkmark
12/11/2014	View Paycheck	Work Study - Federal	11/16/2014	11/29/2014	\$329.84	11534	 Image: A start of the start of
11/26/2014	View Paycheck	Work Study - Federal	11/02/2014	11/15/2014	\$347.00	10124	\checkmark
11/13/2014	View Paycheck	Work Study - Federal	10/19/2014	11/01/2014	\$347.00	8821	 Image: A set of the set of the
10/30/2014	View Paycheck	Work Study - Federal	10/05/2014	10/18/2014	\$347.00	8339	\checkmark

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.



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 & Compen**sation.

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.

Review	v your availabl	e W-2 and W-2	c forms below	Select t	he year end t	form that yo	ou would like to	review.		
						View	a Different Tax	Year		
Select	Year End For	m							1,	1 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year En	d Form		Filing Instruc	tions:		Final Print
2014	WSF	W-2	01/30/2015	Year Er	nd Form		Filing Instruc	tions		~
orm W-2	2 Wage and 1	Γax Statement	2014		er overal second upo		1 Mages, spa, same con	······		0. 1 0.111.1012
BORO	s name, address, and Z JGH OF MAN	P code HATTAN CC		-	8 Allocated tips		3 Social security wages 4 Social sec		Social security ta	withheid
199 (CHAMBERS ST	TREET		- 1	9		5 Medicare wages and tips 6		3 Medicare tax withheid	
FINANCIAL AID OFFICE				- P	10 Dependent care benefits		11 Nonqualified plans		12a See instructions for box 12	
e Employee's name, address, and ZP code				13 Statutory Platement Thelparty plan active plan being and per		14 Other		12b 12b		
					a Employee's social s	ecurity number		1	2d	
15 State	Employer's st	late ID number	16 State wages, tips,	etc.	17 State income tax	18 Loc	cal wages, tips, etc.	19 Local incom	te tax	20 Locality name

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: http://www.kbcc.cuny.edu/sub-financial_aid/Pages/ downloadableforms_new.aspx.

The following steps provide instructions on how to access the **Direct Loan Processing Form** in CUNYfirst Self-Service.

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

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 **2017** for the Aid Year, then click **OK**.

Direct Loan Processing Form					
Institution:	KCC01 Q	Kingsborough CC			
Aid Year:	2017 Q	Federal Aid Year 2016-2017			
ок	CANCEL				

STEP# 5: Indicate the loan type by placing checkmarks in the checkbox next to **Direct Subsidized Loan** 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 2017 Financial Aid Year 2016-2017					
Borrower information t	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. Remembar; interest is charged on the Direct Unsubsidized ban from the day the londs are disbursed through the day the lean 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 prace periods. Elipbility 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 Requesced (\$):					
2. Anticipated Credits For Semester	(s) You Wich To Apply For The Loan (much be enrolled for a minimum of six credits_per semester):					
3. Loan Period	Summer:Fall:Spring: Lan converte an excessed for the SLI Conference except where encodingent is for one semester. Long disburgements will be made in two except					
2. Court - Circo.	payments for the loss period certified.					
	1. Will you graduate at the end of the Summer semester? Yes O No O					
	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					
	You should know that loans processed for Summer/FallSpring are the same amount as if they were processed for FallSpring. The amount of the loan is not greater. The disbursement period is simply longer with three payments instead of two payments.					
Applicant Certification :	ion : Your signature certifies that you understand that this request form is not a promissory note. You must fill out, sign and neuron the actual promossory notes at alone date. Aurithor, you understand that adjuling for Federal Direct lanus will be determined by the Other date date and Auto and Redenal likus. Redenal point requests students constraints for actual constraints (and a databursement of Direct Lanus Autor).					
	No request for a Direct Loan can be processed until the Office of Fruncial 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!

For More Information

Learn more about the opportunities available to finance your college education by visiting KBCC's Office of Financial Aid Website at: www.kingsborough.edu/sub-financial_aid/Pages/ default.aspx

KINGSBC	PROUGH		QUICK LINKS Vielanuel 17	Helphole Directory: Name D	netary: Dept. Dentione Lit ide	nay) Acose Ability Services		
. DREAMS BE	OIN HERE .			6		Cardact US		
						1		
ABOUT	ADPUISSIONS	ACADEMICS	CONTINUINGED	ALUMNI	COMMUNITY	DONATE		
Home Page Ref Price Calculator Tation and Fores Recognition Constantiation Constantiation Constantiation Federal And Rece York Rece York Lawren	The Office of Finance • Free Application Apply calling at: https://www.application.be • NYS Tuition As Apply calling at: https://www.application.be • NYS Tuition As Apply calling at: https://www.application.be • Define at: https://wwww.application.be • Define at: https://wwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwww	Prantial Aid isl Aid at Kingsborough i obtain the necessary ne For Federal Student www.fidia.cov ommunity.Collage's Tele adline: June 30th cad sistance Program (TAF mmunity.Collage's TaP adline: Phay 1st cach y	Financial A Community College aima How to Aid (rArSA) - ral School Code is: 002 year -) - Code is: 1402 car	id Office to assist current and p tand kingsborough Cor Apply 1694	rospective students, a mnunity College.	od their families to		
AM			Office F	tours				
TAQ			Office Hours	Counselor Availab	lity			
Contact Us		Monda	y 9AM + 5PM	9:00 AM - 5:00 P	M			
Mailing & Street		Tuesda	y 9AM - BPM	9:00 AM - 8:00 P	M			
Mating Address		Wednesd	lay 9AM - EPM	9:00 AM - 8:00 P	M			
Office of Financial Aid		Thursda	NY 9AM - SPM	9:00 AM - 5:00 P	м			
Community College		Friday	94M - SPM	9:00 AM - 5:00 P	M			
Reom.W201		Saturda	Saturday CLOSED					
Brookhyn, NY 11235-		Sunda	Sunday					
2325	* Only when classes are in session. Hours change for the summer, inter-sessions, holidays and during regularitation							
E-Mail: http://discours.edu			perio	ds				
Office Phone: 718-358-4644								
Office Fax: 713-368-4656								
Estion, Va.or Excebook								

Do you have a question about your financial aid application or award status? E-mail us at: <u>finaid@kbcc.cuny.edu</u> 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/	(718) 368-6679		
Cubar Laura	Deem III 200	(710) 2/0 //70		
Cyber Lounge	R00m M-200	(718) 308-0079		
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) 368-5973		
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		