



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AND PERKINS LOAN

You are required to either accept or decline certain types of financial aid awards, such as Federal Perkins Loan or Federal Work-Study.

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

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

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

STEP# 4: In 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 link for the college and aid year you wish to view.



Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2017	CITY COLLEGE	FEDERAL AID YEAR 2016-17

STEP# 6: Review your entire awards package. Notice that some of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. Note: If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

If you are awarded Federal Work-Study or Federal Perkins Loan, you **MUST** accept your award(s) by checking the "Accept" checkbox for each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** button at the bottom of the page.

NOTE: If you do not indicate acceptance of your Federal Work-Study or Federal Perkins Loan, you risk losing the awards.

Click on a Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.

Last Updated: 05/01/2016 7:16:27PM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Work Study Spring	Work/Study	Undergraduate	900.00	<input checked="" type="checkbox"/> 900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Fall	Work/Study	Undergraduate	900.00	<input checked="" type="checkbox"/> 900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Fall	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Spring	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial TAP-Fall	Grant	Undergraduate	2,050.00	2,050.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Fall	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Spring	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			9,845.00	8,045.00		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

Federal Aid Year 2016 - 2017

Awards: Federal Work Study Fall Category: Work/Study

Disbursement Date	Description	Award Amount
9/23/2016	2016 FALL TERM	900.00

Currency used is US Dollar.

Message

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (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