



**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK  
300 JAY STREET, BROOKLYN, NY 11201-1909

OFFICE OF FINANCIAL AID  
Namm G-13  
718.260.5700 • FAX: 718.254.8525

May 22, 2017  
**Aid Year: 2017-2018**

**Dear Student:**

We are pleased to inform you that you have been awarded a Federal Work-Study (FWS) award for the 2017-2018 academic year. The Federal Work-Study program provides part-time jobs to help you earn money to assist with education expenses while you gain valuable work experience in an area of special interest to you. You may work on-campus in departments and offices of the College, or off-campus at an agency affiliated with CUNY, at hourly rates between **\$11.50 to \$13.00**.

You may use your academic year award to work in the summer or during the academic year. If you use your entire award during the summer, you may not receive additional money for the remaining academic year. Please see the attached Orientation and Placement schedule.

**Please note, if you are an entering freshman, you will not be eligible to participate in the Federal Work-Study program until the beginning of the fall semester.**

**If you would like to participate in the FWS program, you must do the following:**

- Register for and maintain at least six **(6)** credits or the equivalent each semester
- Meet Satisfactory Academic Progress (**SAP**)
- You must accept your FWS award immediately on CUNYFirst. Funding is available on a first come first basis. Follow the steps below to accept your FWS award.
- You must complete the **Sexual Assault On-Line Training**.

**How to accept my FWS Award:**

- Step #1. Login to CUNYfirst at <https://home.CUNYfirst.CUNY.edu>
- Step #2. Select HR/Campus Solutions from the menu.
- Step #3. Navigate to Self Service, followed by Student Center.
- Step #4. In the **Campus Finances section, click the Accept/Decline Awards link (you must accept each semester's award)**.

**How to complete the Sexual Assault On-Line Training:**

- Go to [www.citytech.cuny.edu/title-ix](http://www.citytech.cuny.edu/title-ix)

FWS placement will be held at the college during the summer (if your college has a summer work-study program) and fall semester after classes begin. You will need to refer to the college website to get the schedule of the placement hours. Please bring the following items with you:

- **Proof of accepted award**
- **Proof of completed Sexual Assault On-Line Training (Certification of Completion)**
- **Acceptable identification**
- **Your current resume (if you have one)**

Sincerely,  
Hazel Hall  
Federal Work-Study Coordinator



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May 22, 2017

**Dear Student:**

**Summer** Orientation and Placement will take place in Room N-119, 300 Jay Street, on the following days and time listed below:

**Summer FWS Placement Dates:**

<b><u>Date</u></b>	<b><u>Orientation</u></b>	<b><u>Placement</u></b>
June 13 <sup>th</sup>	11:30 a.m. to 12:30 p.m.	12:30 p.m. to 1:30 p.m.
June 14 <sup>th</sup>	1:30 p.m. to 2:30 p.m.	2:30 p.m. to 3:30 p.m.
June 20 <sup>th</sup>	10:30 a.m. to 11:30 a.m.	11:30 a.m. to 12:30 p.m.
June 22 <sup>nd</sup>	12:30 p.m. to 1:30 p.m.	1:30 p.m. to 2:30 p.m.

**Last day for (FWS) summer placement will be June 22<sup>nd</sup>, 2017.**

If you are accepting the FWS Summer Award, please bring copies of documents that determine employment eligibility (i.e., U.S. Passport or Alien Registration Card with photograph or Birth Certificate and School I.D.).

Sincerely,

*Hazel Hall*

Hazel Hall

FWS Coordinator