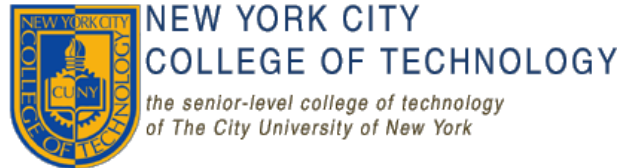## REMINDER

When you move or change your home address, it is most important to update that information in your Student Services Center in CUNYfirst. Your new mailing address should be entered as your preferred address. Or update with Registrar's Office, Room,NG-15. This will ensure that any checks or correspondence that are sent to you will be received in a timely manner. If a check is mailed to an incorrect address, please contact the Business Office to place a "stop" payment on the check. Upon request, a new check will have to be re- issued to you. Please be mindful that this will result in a delayed payment so please let us or the business office know as soon as you have a change of address. You can call the Business Office at **718.473.8900.**
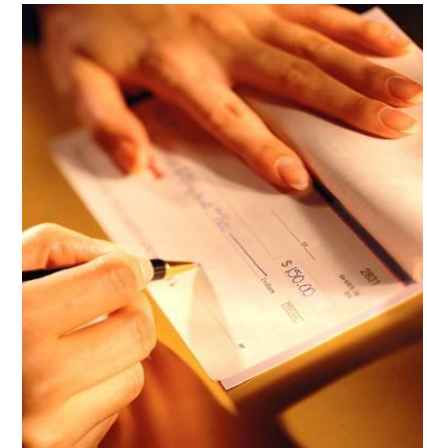
**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

the senior-level college of technology
of The City University of New York

CityTech

Office of Financial Aid
300 Jay Street, Room NG-13
Brooklyn, NY 11201

Phone: 718.260-5700
Fax: 718.254.8525

New York City
College of
Technology

Financial Aid Check Distribution

Office of Financial Aid

Awarding of Financial Aid

Financial aid for higher education is funded by the state and federal governments to help students finance their education. Educational costs include tuition, fees, supplies, books, transportation, living expenses and lunch. The student must complete the appropriate forms each academic year to be considered for financial aid programs, as well as indicate if they are interested in the

Apply for financial aid early and always follow up!

federal work-study program on the FAFSA.

Once the student's eligibility for the awards is determined, the financial aid (grants or loans) will first be applied to pay the tuition and fees. If there is remaining money from the student's grants or loans, it will be disbursed to the student on the dates indicated on the Financial Aid Payment Distribution Calendar. Students who are currently participating in the federal work-study program will receive their payments in accordance with the dates published in the Federal Work-Study (FWS) calendar.

Students are paid by checks unless they select alternative methods of payment. All checks are automatically sent to the student by postal mail to the address that the college has on file for the student. However, if the student does not wish the check to be mailed, the student can request to pick up the check at the Bursar's Office on the check distribution dates as listed on the Financial Aid Payment Distribution Calendar. To make this arrangement, the student must come to the Financial Aid service window and complete a yellow Modification form to request pick up of the checks.

Apply for financial every academic year!

Alternative Methods of Payment

1. **Direct Deposit:** The student can request that the check be directly deposited into his or her personal account. To set up this method of payment, the student must complete the **Student Financial Assistance Direct Deposit Request/Authorization Form** which can be printed at:

   http:// w w w . city tech. cu ny . ed u/a d mi nfin an ce/ bu sine ssOffic e/d ocs/ dd_ st ud ent s.pdf

   The form must be completed and returned to the Bursar's Office, Room NG-06.