ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

You are required to either accept or decline certain types of financial aid awards, such as 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 Aid Year link for the year you wish to review.

STEP# 6: Review your entire awards package. Most of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. If you are awarded Federal Work-Study, you MUST accept your award(s) by checking the “Accept” checkbox next to 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 promptly indicate acceptance of your Federal Work-Study award, you risk losing it.