



January 25, 2018

**Aid Year:** 2017-2018

**Dear Student:**

We are pleased to inform you that you have been awarded a Federal Work-Study (FWS) award for **Spring 2018**. 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 \$13.00 to \$13.50.

**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 complete the Sexual Assault On-Line Training
- You must have already accepted your FWS Award on CUNYFirst
- You must attend and orientation session

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

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

**Please bring the following items with you:**

- **Proof that you have accepted your FWS Award (Please Print)**
- **Proof of completed Sexual Assault On-Line Training (Certification of Completion) (Please Print)**
- **Acceptable identification (Copies)**
- **Your current resume (if you have one)**

**Please see the attached Orientation and Placement schedule.**

Sincerely,  
Hazel Hall  
Federal Work-Study Coordinator

Office of Financial Aid  
300 Jay Street Namm Hall Room G-13 Brooklyn, NY 11201 718-260-5700  
[www.citytech.cuny.edu/admissions/financialaid](http://www.citytech.cuny.edu/admissions/financialaid)



**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

You must attend an orientation session before you can be placed on a job.

Orientation sessions and job placement **begins February 5<sup>th</sup> through February 16<sup>th</sup>, 2018** in Room N119, 300 Jay Street. Below is the schedule:

<u>Date</u>	<u>Orientation</u>	<u>Placement</u>
February 5 <sup>th</sup>	1:30 p.m. to 2:30 p.m.	2:30 p.m. to 3:30 p.m.
February 7 <sup>th</sup>	12:00 p.m. to 1:00 p.m.	1:00 p.m. to 2:00 p.m.
February 16 <sup>th</sup>	10:30 a.m. to 11:30 a.m.	11:30 a.m. to 12:30 p.m.

**Beginning February 28<sup>th</sup> Through March 14<sup>th</sup>, 2018, all placement services will take place in the Financial Aid Office, Room NG-08A.**

**Orientation schedule for the weeks of February 28<sup>th</sup> through March 14<sup>th</sup>, 2018**

<u>Date</u>	<u>Orientation</u>	<u>Placement</u>
Thurs, 2/28	12:30 p.m. to 1:30 p.m.	1:30 p.m. to 2:30 p.m.
Thurs, 3/7	12:30 p.m. to 1:30 p.m.	1:30 p.m. to 2:30 p.m.
Thurs, 3/14	12:30 p.m. to 1:30 p.m.	1:30 p.m. to 2:30 p.m.

**No FWS placement will take place after March 16<sup>th</sup>, 2018**

If you are accepting the FWS award, please bring copies of documents that determine employment eligibility (i.e., US passport or Alien Registration card with photograph or birth certificate and a validated College I.D.).

Sincerely,

*Hazel Hall*

Hazel Hall  
Federal Work Study Coordinator