



CUNYfirst Financial Services Guide

These pages give you an overview of how to access your financial aid and billing information in CUNYfirst. All student related finance communications will be in CUNYfirst. Therefore, it is essential that you take time to learn how to use this system.

In this service guide you will learn how to use/view the following financial aid related items on CUNYfirst:

- Student Responsibilities
- Student Self Service Center
- Financial Aid:
 - ✓ View and accept your award
 - ✓ Essential 'to do' list
 - ✓ Supplemental Form
- Bursar/ Financials:
 - ✓ Your account balance
 - ✓ Direct Deposit
 - ✓ Tuition payment plan

Student's Responsibilities

- The student is responsible for the tuition amount that is not covered by Financial Aid
- Students should view the deadline for full tuition payment to avoid their classes being dropped
- Students should adhere to the academic calendar deadlines and be aware of the refund policy
- NOTE: During “Change of Program Week” all changes must be done with “SWAP” function >> an Drop/Add will incur a financial liability
- Student **MUST DROP** any classe(s) that they no longer wish to attend before the first day of class to avoid incurring any financial liability



Student Center Self Service Home Screen

Student Center - Microsoft Internet Explorer provided by HOSTOS COMMUNITY COLLEGE

https://home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?PORTALPARAM_PTCN2

File Edit View Favorites Tools Help

SEARCH:

HOME ADD TO MY LINKS SIGN OUT

Hostos Community College

MY LINKS Select One:

Self Service

- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Recruiting Activities
- Review Transactions
- Student Center**
- Enterprise Learning Management
- HR / Campus Solutions
- firstSolutions Knowledge Base

[Plan](#)
[Enroll](#)
[My Academics](#)

other academic...

2013 Fall Term Schedule

Class	Schedule
BIO 240-212A LAB (26497)	Fr 9:30AM - 12:15PM Bldg A 527
BIO 240-615A LEC (26495)	MoWe 3:30PM - 4:45PM Bldg A 437
ITA 101-338A LEC (94788)	MoWe 11:00AM - 12:15PM Bldg A 432 Th 11:00AM - 11:50AM Bldg A 436
LAC 132-309A LEC (15674)	Tu 9:30AM - 12:15PM East Acad 458
MAT 120-440A LEC (95973)	TuWeTh 12:30PM - 1:45PM East Acad 466

[weekly schedule](#)
[enrollment shopping cart](#)

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2013 Fall Term Regular Academic Session on April 29, 2013.

[details](#)

Advisor

Program Advisor
None Assigned

CUNY Websites

[CUNY Home](#)
[TIPPS](#)

Academic Advisement

[Transcript Ordering](#)
[Advising Report \(DegreeAudit\)](#)

Other Links

[TuitionPay Payment Plan](#)
[FAFSA](#)

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Direct Loan Processing Form](#)
[Supplement Form](#)

other financial...

Account Activity
Charges Due
Enroll in Direct Deposit Payments
Pending Financial Aid
View 1098-T
[other financial...](#)

Account Summary

You owe 2,277.60.

- Due Now 2,277.60
- Future Due 0.00

**** You have a past due balance of 2,277.60. ****

Currency used is US Dollar.

[make a paym](#)

You may use MasterCard, Discover or American Exp credit cards for payment of tuition and fees (we do accept Visa). Please be aware that, in addition to y tuition and fees, a non-refundable convenience fee be charged to your credit card account when choos the credit card payment option. This fee amount wi 2.0% of the total amount of your bill should be...

Trusted sites | Protected Mode: Off

Available Options from Home Screen

- **Class Listing**
- **Holds (top right)**
- **To Do List (middle right)**
- **Account Activity**
- **Pending Financial Aid**
- **Link to Sallie Mae Payment Plan (bottom right)**
- **Direct Deposit**

Checking my Financial Aid status on CUNYfirst

- Log on to your CUNYfirst account (www.hostos.cuny.edu/first) click on:
 - ✓ Self Service
 - ✓ Student Center
 - ✓ (Box on the right) View your “To Do List” box

The “to do list” will show you if there are any other required items/steps needed to complete your Financial Aid process

- If you have any items listed on your “to do list”, click on
 - ✓ “details”
 - ✓ Each “to do” item will have its own link >> click on them for further instructions



Viewing Your Award

- If you do not have any items on your “to do list”, scroll down to the “Finances” section:
 - ✓ View financial aid
 - ✓ Select 2014 to view awards for the Fall 2013 – Spring 2014 academic year
- **NOTE:** The awards shown represent full-time enrollment. If you change your enrollment from Full to Part-time, your financial aid will be recalculated. You will be able to view the changes by the following day

If you wish to view what the new awards will be, locate your Expected Family Contribution (EFC) # by using the web address below:

è http://www.hostos.cuny.edu/ofa/print/msc/PellSchedule_1314.pdf to view the 2013 -2014 PELL award chart

Accepting Your Award

- **Federal Work study and Perkin Loans must be manually accepted to be received.** To accept the awards (on the student center page):
 - ✓ **Accept/Decline Awards**
 - ✓ **Select Aid Year 2014 (Financial Aid Year 2013-2014)**
- **On the Award Package page:**
 - ✓ **ACCEPT FEDERAL WORK STUDY FALL/SPRING**
 - ✓ **Submit**
 - ✓ **Confirm**



Complete a “Supplement Form”

Student Self Service Center Page

- ✓ Student Center
- ✓ (In the “Finances” section) Supplement Form

- For Institution: “Click” on the magnifying glass
- ✓ Under “search results” select the “Academic Institution” you will attend. You may also enter “HOS01” in the box

- For Aid Year: “Click” on the magnifying glass
- ✓ Under “search results” select the “Academic Year” you will attend (2014 represents the Fall 2013 - Spring 2014 academic year)
- ✓ Ok, Complete the displayed online form, do not leave any questions blank/unanswered
- ✓ Click on “submit”

View Your Bill in Account Activity/Summary

The screenshot shows the Hostos Community College Student Center website. The browser address bar displays the URL: https://home.cunyfirst.cuny.edu/pipi/cny/app/rd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?PORTALPARAM_PTCN/. The page features the CUNYfirst logo and the Hostos Community College logo. A navigation menu on the left includes options like 'Self Service', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Learning and Development', 'Recruiting Activities', 'Review Transactions', 'Student Center', 'Enterprise Learning Management', 'HR / Campus Solutions', and 'InSolutions Knowledge Base'. The main content area has tabs for 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'summary', 'activity', 'charges due', 'payments', and 'pending aid'. A yellow arrow points to the 'Account Inquiry' tab, and a red arrow points to the 'summary' sub-tab. Below these tabs, the 'Account Summary' section is displayed, featuring a table titled 'What I Owe'.

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2013 Fall Term	2,277.60		4,922.50	
Total	2,277.60		4,922.50	

Currency used is US Dollar.

[MAKE A PAYMENT](#)

Below the table, there are links for 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Under 'Account Inquiry', there are sub-links for 'Summary', 'Activity', 'Charges Due', 'Payments', and 'Pending Aid'. A 'go to ...' dropdown menu is also present.

Set up Direct Deposit to Receive your Award Payments (if you have remaining funds after tuition is paid)



Enrollment

Log in to CUNY First
Click on Self-Service
Click on Student Center
Go to Account Inquiry
Go to Account Services
Enroll in Direct Deposit



Hostos Community College Bursar Office

Set up a Payment Plan

**Tuition Payment Plan for Fall and Spring Semester
Pay tuition a little at a time!**

[The TuitionPay™ Plan](#)

The TuitionPay Plan from Sallie Mae breaks your tuition bill into smaller, more manageable installments:

- Interest-free payments**
- More time to pay**
- Convenient, easy online enrollment**
- Endorsed by CUNY**
- Enroll today to get the most out of your Plan!**

Visit www.tuitionpay.com/CUNY to enroll online

If you would like assistance or have any questions, please call (866) 267-CUNY or contact the Hostos bursar's Office

Itemized Bill by Term

- In the “Finances” section, click down arrow next to “other financial”.
Choose account activity
- On the next screen, down arrow next to all terms, choose the term and
press go
- >>See the NEXT page for screenshot

Itemized Detail by Term

Student Services Ctr (Student) - Microsoft Internet Explorer provided by HOSTOS COMMUNITY COLLEGE

https://hrs.cunyfirst.cuny.edu/psp/cnyhcpdr/EMPLOYEE/HRMS/c/SCC_ADMIN_OVRD_STDNT.SSS_STUDENT_CENTER.GBL?PORTALPARAM_PTC

File Edit View Favorites Tools Help

Student Services Ctr (Student)

CUNYfirst
Fully Integrated Resources & Services Tool

Home Worklist Performance Trace Add to Favorites Sign out

From 02/19/2013 To 08/19/2013 2013 Fall Term go

Posted Date	Item	Term	Charge	Payment	Refund
08/14/2013	SM Tuition Pay Payment	2013 Fall Term		288.82	
07/15/2013	SM Tuition Pay Payment	2013 Fall Term		288.82	
07/02/2013	SM Payment Plan Credit	2013 Fall Term		1,444.10	
07/02/2013	SM Pymt Plan Installment Due	2013 Fall Term	288.82		
07/02/2013	SM Pymt Plan Installment Due	2013 Fall Term	288.82		
07/02/2013	SM Pymt Plan Installment Due	2013 Fall Term	288.82		
07/02/2013	SM Pymt Plan Installment Due	2013 Fall Term	288.82		
06/05/2013	CUNY Consolidated Fee	2013 Fall Term	15.00		
06/05/2013	CUNY Technology Fee	2013 Fall Term	50.00		
06/05/2013	Student Activity Fee	2013 Fall Term	28.25		
06/05/2013	Student Senate Fee	2013 Fall Term	0.85		
06/05/2013	Undergrad In City Tuition	2013 Fall Term	1,350.00		
05/02/2013	Readmission Fee	2013 Fall Term	10.00		

First 1-14 of 14 Last

Currency used is US Dollar.

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The arrows point to the following on your itemized bill on CUNYfirst:

- Posted Date (of charge)
- Item
- Term
- Charge(amount)
- Payment
- Refund