

**Vice Chancellor for Budget and Finance
Office of the University Controller
Attachment B**

**CUNY Institutional Employment Program (CIEP)
Awarding Guidelines**

Each of the Colleges has received an allocation of funds to be used in fiscal year 2009-2010 for the CUNY Institutional Employment Program. The CIEP is specifically for students who as a result of the tuition increase may be at risk of maintaining their matriculation. The allocation is intended to cover CIEP grants for the fall and spring semesters.

Citizenship Requirements

Recipients of this institutional work study program are required to be U.S citizens, eligible non-citizens (including permanent residents), or international students with an F-1 student visa.

Undocumented students are ineligible to work in the United States and are therefore not eligible for this program.

Application

U.S citizens and eligible non-citizens are required to complete the FAFSA application in order to establish eligibility for the program. Students who are required to submit additional documentation must comply with this request prior to the awarding aid.

International students are not required to submit a FAFSA application. They will be required to complete a CUNY Student Financial Aid Application prior to the awarding of aid.

All participants in the program are required to complete Federal I-9 "Eligibility to Work" form and appropriate IRS forms.

Eligibility

Undergraduate and graduate students who meet the citizenship requirements above and have not been awarded Federal Work Study (FWS) will be considered for funding in the order of unmet need. Students who exhaust their FWS funds may also be considered if funds are available.

Awards

All awards will be made by the College Financial Aid Offices. Students will initially be packaged with awards of \$1,600. This is the recommended award and is considered the floor for this program. This award is based on a rate of \$8 per hour for 10 hours per week for 20 weeks per year. Colleges may increase this award in a limited number of cases, but should consider the availability of resources, number of students in need, depth of need, and labor demands on the campus.

**Vice Chancellor for Budget and Finance
Office of the University Controller
Attachment B**

Payment

The students will follow the procedures set forth for the FWS program. All funds will be disbursed through the SFA system.