Completing the Semester Financial Arrangements Process

Open Internet Explorer and go to [www.csm.edu/sfa](http://www.csm.edu/sfa).

Click “complete your SFA online” and enter your username and password.

Before starting the SFA process, you must pass a 4-step prerequisite checklist.

Each item of the checklist will verify that you have completed specific financial aid requirements necessary for SFA.

There are multiple items needed to complete these steps, and the SFA process will not allow you to continue until all steps are complete. The error messages for each step are given below.

**Step 1**
Has the FAFSA has been completed and does Financial Aid have all required documents?

**If Incomplete**
Please complete your FAFSA at [www.fafsa.gov](http://www.fafsa.gov). You will also need a United States Department of Education Personal Identification Number (PIN). You can apply for, or obtain your lost PIN at [www.pin.ed.gov](http://www.pin.ed.gov). The Financial Aid Office may also be missing required paperwork. Please visit Self-Service to see if you have any missing documents. For Assistance, Please Contact Financial Aid At (402) 399-2362 or email finaid@csm.edu.

**Step 2**
Has a Signed Award Letter been returned to the Financial Aid office?

**If Incomplete**
Please review, sign, and return your award letter to the Express Center. For Assistance Please Contact Financial Aid At (402) 399-2362 or email finaid@csm.edu.
Step 3
Is the Financial Aid File complete?

If Incomplete
Please visit Self-Service to ensure that all of the following have been completed:

For Federal Direct Loans:
- Direct loan Entrance Counseling and MPN (Master Promissory Note) at [www.studentloans.gov](http://www.studentloans.gov).

For Grad PLUS Loans:
- Grad PLUS loan Application, Entrance Counseling, and MPN (Master Promissory Note) at [www.studentloans.gov](http://www.studentloans.gov).

For Parent PLUS Loans:
- Parent PLUS loan Application and MPN (Master Promissory Note) at [www.studentloans.gov](http://www.studentloans.gov).

For TEACH Grants:
- Please submit the TEACH Grant Acknowledgement form to the Express Center.
- Please complete your TEACH Grant ATS.
- Please complete your TEACH Grant initial or subsequent counseling.

For Perkins / ADN / BSN Loans:
- Please submit your Perkins / ADN / BSN loan paperwork to the Express Center.

If Selected For Verification:
- Please submit the Independent Student Verification Form and a copy of your IRS Tax Return Transcript to the Express Center, or submit the Dependent Student Verification Form and a copy of you and your parents IRS Tax Return Transcripts to the Express Center.

For Assistance Please Contact Financial Aid At (402) 399-2362 or email finaid@csm.edu.

Step 4
Once steps 1-3 are complete you must read the terms of the SFA process.

Please read the [Statement of Financial Responsibility and Disclosure Statement](#) which will explain the terms and conditions of your College of Saint Mary account. After reading the statements please check the box to indicate you understand the terms.

Once all 4 steps have been completed you will be able to click the “Begin SFA” button.
The next step of the SFA is to verify the information on your file.

If all of the information presented is accurate, please click “This Information Is Correct.” You also have the option to edit information that is not accurate.

The final screen of the SFA will show a summary of all charges and credits for the semester.

You will also be given information about payment options if you owe a balance or bookstore voucher if you have a credit.
Intended Payment Method

Students are given four options for payment: “Pay In Full By Check,” “Pay In Full By ACH or Credit Card,” “Payment Plan,” and “Corporate Deferred.”

If a payment plan is selected, students will be directed to eCashier to configure an automatic payment plan.

If another payment method is selected, and all necessary steps have been completed on the final page, please click the “Complete SFA” button to finish the SFA Process. If you select “Pay in Full By Check”, your SFA will not be marked complete until the payment has been received in the Express Center.

If you require assistance at any point during the SFA process, please contact the Express Center at (402) 399-2429 or SFA@csu.edu.