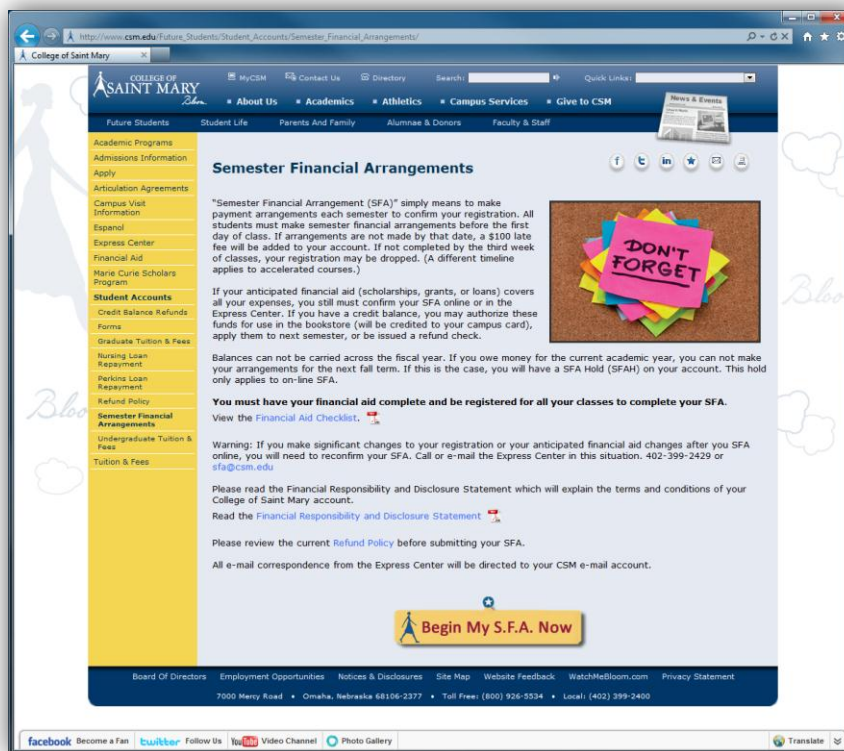


Completing the Semester Financial Arrangements Process

This handout contains steps for students on how to complete the SFA process, but faculty members should also refer to this handout when assisting students to know what students “see” when they are going through the SFA process.

Open Internet Explorer and go to
www.CSM.edu/SFA.

Click the “Begin My S.F.A. Now”
button 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 tasks 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. 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.

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:

To view a sample of the self-service screen showing required documents...[click here](#).

For Stafford Loans:

- Stafford loan Entrance Counseling and MPN (Master Promissory Note) at www.studentloans.gov.

For Grad PLUS Loans:

- Grad PLUS loan Entrance Counseling and MPN (Master Promissory Note) at www.studentloans.gov.
- Please submit the Grad PLUS Loan Request Form

For Parent PLUS Loans:

- Parent PLUS loan MPN (Master Promissory Note) and PLUS Request form at 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 federal tax form, W-2s, and all attachments to the Express Center

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

Step 4

If 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.

Begin SFA

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 update information that is not accurate.

Semester Financial Arrangements

Please verify the following information:

For Assistance: Please contact the Express Center at (402) 399-2429 or email SFA@csu.edu

Name: Jane CSM
Student ID: P000068079
Home Address: 7000 Mercy Road
Omaha, NE 68106
Local Address: 1005 Shawnee Rd.
Omaha, NE 68106
Primary Phone Number:
Cell Phone Number:
Work Phone Number:

Emergency Contact Information:

Emergency Contact: Jack Hill
Relationship: FRND
Phone: 4021112233

This Information Is Incorrect And Requires Changes

OR

This Information Is Correct

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, bookstore credit, and more.

Summary Of Charges And Credits:

For Assistance: Please contact the Express Center at (402) 399-2429 or email SFA@csu.edu

Spring 2012		Tuition Plan
Number of Credit Hours		Regular (Part-Time) Student
3		
Account Charges		Amount
Charge Description		
ASN/BSN Clinical Fee		\$ 405
ASN/BSN Clinical Fee		\$ -405
ASN Assessment Program		\$ 385
ASN Assessment Program		\$ -385
ASN Assessment Program		\$ 385
ASN Assessment Program		\$ -385
ASN Assessment Program		\$ 385
ASN Assessment Program		\$ -385
Technology Fee		\$ 48
Technology Fee		\$ -48
Technology Fee		\$ 112
Technology Fee		\$ -112
Technology Fee		\$ 48
Tuition Part Time Day Spring		\$ 2355
Tuition Part Time Day Spring		\$ -2355
Tuition Part Time Day Spring		\$ 5495
Tuition Part Time Day Spring		\$ -5495
Tuition Part Time Day Spring		\$ 2355
Tuition Part Time Day Spring		\$ 2788
Total Charges:		
Anticipated Financial Aid		Amount
Aid Description		
Total Aid		\$0
Total Due:		\$2788

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.

The screenshot shows the NBS e-Cashier Automatic Payment Program interface for the College of Saint Mary. At the top, the College of Saint Mary logo is displayed. Below it, a navigation bar contains links: FAQs, How e-Cashier Works, Payment Plan, Fees, Terms & Conditions, Security/Privacy, Help, and American Card Services. The main content area is titled "NBS e-Cashier Automatic Payment Program" and "Welcome to e-Cashier for College of Saint Mary". On the left, a sidebar shows "e-Cashier Progress 0 of 6 steps completed" and the "e-Cashier" logo. The main content area includes a "Proceed" button, a warning "To protect your personal information, this screen will close automatically in 10 minutes.", and a welcome message. It lists the payment options: Arrange for monthly payments, Make a down payment IMMEDIATELY and arrange for monthly payments, and Pay in full IMMEDIATELY. It also lists the payment methods: Automatic Payments from your Checking or Savings account and Credit Card. The nonrefundable enrollment fee to budget payment(s) is listed as \$40.00 per Semester (ACH & Credit Card) and \$0 Immediate Full. The nonrefundable enrollment fee for Automatic Payments will be processed IMMEDIATELY. A warning states: "Do not use your browser's 'Back' button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly." A "Proceed" button is at the bottom. A small photo of a group of students is on the right. At the very bottom, a note says: "For compatibility and browser support click on the Help link above."

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.

[Complete SFA](#)

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