



# Completing the Semester Financial Arrangements Process



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## Make Your Semester Financial Arrangements

Once you complete your financial aid file and register for classes, you must make your **Semester Financial Arrangement (SFA)**. The SFA must be completed before you move into your room or, if you're a non-resident student, before the first day of classes. The SFA confirms your registration, allows you to make payment arrangements for any balance you may owe for the semester and addresses your credit balance for the semester.

You must complete your SFA even if your total financial aid (including all scholarships, grants and loans) covers all your expenses. If you end up with a credit balance, you can choose to have the funds credited to your campus card, apply them to the following semester in the same fiscal year or request a refund check.

You can **complete your SFA online** anytime or in person at the Express Center in Walsh Administrative Building, Monday through Thursday between 8 a.m.—5:30 p.m. and Friday between 8 a.m.—5 p.m.

Please also review the following important information:

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](mailto: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](mailto: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](mailto: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.

Begin SFA

## Semester Financial Arrangements

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.

Please Verify The Following Information	
<b>Student Information</b>	
Name:	Jill CSM
Student ID:	P000105321
Ethnicity:	<a href="#">Click Here To Update/Verify</a>
<b>Address</b> <a href="#">Edit</a>	
Home Address:	7000 Mercy Road Omaha, NE 68106
<b>Primary Phone Number</b> <a href="#">Edit</a>	
Home Phone:	4023992400
<b>Additional Information</b> <a href="#">Edit</a>	
Emergency Contact:	Jane CSM
Relationship:	Twin
Phone:	4023992400
Single Parent:	<a href="#">Click Here To Update/Verify</a>
<input type="button" value="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 if you owe a balance or bookstore voucher if you have a credit.

Summary Of Charges And Credits	
<b>Term Details</b>	
Semester:	Spring 2015
Credit Hours:	12
Tuition Plan:	Regular (Full-Time Day) Student
<b>Account Charges</b>	
Dorm Double:	\$3600
Tuition - Full Time Day (Spring):	\$13992
<b>Total Charges:</b>	<b>\$17592</b>
<b>Anticipated Financial Aid</b>	
Academic Achievement Sch. Resident:	\$7000
Catherine McAuley Grant:	\$700
Federal SEOG Grant:	\$550
Nebraska Opportunity Grant:	\$600
Outside Scholarship:	\$625
Federal Pell Grant:	\$1890
Stafford Direct Loans:	\$1732
Unsub Direct Loan:	\$990
<b>Total Aid:</b>	<b>\$14087</b>
<b>TOTAL DUE:</b>	<b>\$3505</b>

## 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 College of Saint Mary. At the top, the College of Saint Mary logo is displayed. Below the logo, a navigation bar contains links for FAQs, How e-Cashier Works, Payment Plan, Fees, Terms & Conditions, Security/Privacy, Help, and American Card Services. The main heading reads "NBS e-Cashier Automatic Payment Program" and "Welcome to e-Cashier for College of Saint Mary". A "Proceed" button is visible. A warning message states: "To protect your personal information, this screen will close automatically in 10 minutes." Below this, a welcome message says: "Welcome! College of Saint Mary is pleased to offer NBS e-Cashier. Through e-Cashier you will be able to:" followed by a list of options: "Arrange for monthly payments", "Make a down payment IMMEDIATELY and arrange for monthly payments", and "Pay in full IMMEDIATELY". Another section states: "You will be able to make payment(s) by:" followed by "Automatic Payments from your Checking or Savings account" and "Credit Card". A section titled "The nonrefundable enrollment fee to budget payment(s) is:" lists "\$40.00 per Semester (ACH & Credit Card)" and "\$0 Immediate Full". A final section states: "The nonrefundable enrollment fee for Automatic Payments will be processed IMMEDIATELY." A red warning message reads: "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 located at the bottom right. At the very bottom, a note says: "For compatibility and browser support click on the Help link above." On the left side of the interface, there is a progress indicator: "e-Cashier Progress 0 of 6 steps completed" and the e-Cashier logo with the text "From Netnet Business Solutions". On the right side, there is a photograph of a group of students sitting on steps.

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.

[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](mailto:SFA@csm.edu).