

ST. MARY'S UNIVERSITY



Welcome back to our returning St. Mary's students. This checklist is available to assist you with completing your financial assistance for the upcoming school year. All forms and documents (PDFs or DOCs) can be found online at St. Mary's GATEWAY web site, under the Student and Financial Aid tab, click on Forms and Documents For Download.

Scholarships and Grants

Review your financial aid award letter under GATEWAY, notify our office by email if you would like to reduce or decline the student loans awarded. If awarded work study, please accept the award electronically through GATEWAY. All other financial assistance has been accepted for you.

Student Employment (Work Study) Program

1. Students new to the work study program must complete:
 - **Work Study Survey Form** (PDF). This form provides us with information about your work preferences. You may mail, fax, or drop this form off in the Office of Financial Assistance. ** Please note, if you participated in the work study program last year and will return to the same department, you do not need to complete the Work Study Survey Form. If you would like to change departments, please complete the Work Study Survey Form.
 - **Form I-9** (PDF). This form confirms that you are eligible to work in the United States. Bring two forms of identification along when you return this form in person, to Human Resources, located in St. Louis Hall room 12. **Please note, students who worked last year, do not need to complete an I-9 Form.
 - **W-4 Form** (PDF) documents your income tax withholding preferences. You may mail, fax, or drop this form off in the Human Resources office. ** Please note, students who worked last year, do not need to complete a new W-4 Form unless you would like to change your tax withholding preferences.

Office of Financial Assistance
One Camino Santa Maria
San Antonio, Texas 78228-8541
Local Office (210) 436-3141 Toll free (800) 367-7868
Fax (210) 431-2221

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2. **All students** awarded Work Study must:
 - thoroughly review the Human Resources Policy, then sign and date the **Policy Acknowledgement** (DOC) form, and return to Human Resources by mail, fax or in person.
 - Complete the **Payroll Deduction Authorization Form** (DOC) to authorize your work study earnings check will be applied towards your student account. This form should be returned to the Human Resources department by Monday, August 25, 2008.

3. **IMPORTANT NOTICE:** All students will be emailed a Work Study Referral Form indicating the department assignment. This form must signed by the student and departmental supervisor, then returned to the Office of Financial Assistance before any student can begin their employment. No exceptions will be made.

Perkins Loans

To secure this loan, all St. Mary's who did not complete a MPN during the 2007-2008 school year must complete the MPN and Entrance Counseling Session at <https://www.signmyloan.com/home.asp>

Federal Direct Stafford & PLUS (Parent Loan for Undergraduate Student) Loans

To secure the Stafford Loan loan, all St. Mary's students must complete the MPN at <https://dlenote.ed.gov/empr/index.jsp> and the Entrance Counseling Session at <https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>
Parents interested in the PLUS loan, please begin the process at <https://dlenote.ed.gov/empr/index.jsp>

St. Mary's University Installment Payment Plan

The Fall Payment Confirmation Form, which outlines the payment plan options, is available from the Business Office.

Additional Private Educational Loans

Please contact the Office of Financial Assistance regarding additional private loan options at 210-436-3141 or toll free 800-367-7868.

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