

## ST. MARY'S UNIVERSITY



Have you decided to attend St. Mary's University? If so, review this checklist to ensure you have completed the necessary steps in order for your financial aid to be disbursed. All forms and documents (PDFs or DOCs) can be found online under 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**

In order to be placed in a work study position, please complete these forms:

1. The **Work Study Survey Form** (PDF) provides us with information about your work preferences. You may mail, fax, or drop this form off in the Office of Financial Assistance.
2. The **Form I-9** (PDF) 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.
3. A **W-4 Form** (PDF) documents your income tax withholding preferences. You may mail, fax, or drop this form off in the Human Resources office.
4. Read thoroughly the Human Resources Policy, then sign and date the **Policy Acknowledgement** (DOC) form, and return to Human Resources by mail, fax or in person.
5. To authorize your work study earnings check to be applied towards your student account, please complete the **Payroll Deduction Authorization Form** (DOC).

### **Perkins Loans**

To secure this loan, all St. Mary's first time borrowers must complete the MPN and Entrance Counseling Session at <https://www.signmyloan.com/home.asp>

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

ST. MARY'S UNIVERSITY



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

To secure the Stafford Loan loan, all St. Mary's first time borrowers must complete the MPN at <https://dlenote.ed.gov/empn/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/empn/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.

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