**How to Process an Emergency Loan**

Enroll in a payment plan:
- Log into “My Sam”
- Click on the “My Account” tab
- Click on “Student Account Center” in the Bursar’s Office channel
- Select “Sign up for a New Payment Plan”
- Follow the instructions online

**Applying for Emergency Loans:**
- Log into “SamWeb”
- Click on “Financial Aid” to expand the menu
- Click on “Semester Loans”
- Enter the current semester and year. Then click continue
- Complete the loan application, and click submit
- If approved, e-sign the promissory note to complete transaction
- If denied, information and instruction will be displayed

**Work Study**

- **Work Study** is available to students who show financial need and want to earn a portion of their education expenses.
- **FAFSA Required!**
  - Students are awarded Work Study (Federal/State)
  - Search jobs on Jobs For Kats through Career Services
- **Employers:** Must post job on Jobs for Kats for a minimum of 5 days.
- Email Michele Harbin at fao.harbin@shsu.edu, Work Study Coordinator to notify her of any new students working.

**Work Study is available to students who show financial need and want to earn a portion of their education expenses.**

**General Information**

**Financial Aid & Scholarships Office**

**Academic Affairs Staff Chat**

**with Financial Aid & Scholarships**

**Member The Texas State University System**
**We Are Here To Help You!**

Find us online at [www.shsu.edu/~fao_www](http://www.shsu.edu/~fao_www)
Call us: 936-294-1774

**OR**

You can visit our staff directory on the Financial Aid and Scholarships Website and search for a specific staff member's email.

7 Areas within Financial Aid and Scholarships:
- Counselors (Graduate and Undergraduate)
- Scholarships
- Verification
- Loans
- Accounting
- Document Management
- Technology

**Office Duties**

The front counter serves as the front line to assist students with paperwork as well as any questions they may have.
- Students can fax missing documents to 936-294-3668
- Documents can also be emailed to any staff member or dropped off at the front desk

**Only complete packets will be accepted**

Ensure compliance with state and federal regulations
- Verification changes
- Loan processing and certification
- FAFSA changes

**Scholarships:**
- **Setup new scholarships:** New scholarship agreements should be sent to Financial Aid and Scholarships prior to awarding to ensure set up is complete
- **Process Scholarship Disbursement Requests (SDRs):** Send through campus mail or personally deliver them. Submit SDRs prior to August 1 to avoid delays

**Why Has Aid Not Applied?**

Failure to meet eligibility requirements: A 2.0 SHSU GPA and overall 75% completion rate are required to be eligible for state and federal aid. Dropping or failing courses count against the overall completion rate.

Incomplete files: Check MySam, Banner Self-Service, Financial Aid, Eligibility for any remaining or incomplete documents

Incomplete processing of awards: Loans require that entrance counseling is completed as well as master promissory note. Scholarships and grants require terms and conditions to be accepted prior to receiving the award.

**Avoid Getting Dropped!**

Enroll in a Payment Plan: $30 non-refundable installment fee. Breaks the balance up into 5 payments. If awarded later, aid will then apply to the payment plan. Plan is available through Bursar’s Office.

Process an Emergency Loan through Sam Web, Semester Loan. This loan will cover the next payment due to the Bursar’s Office.

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SHSU Financial Aid and Scholarships
1903 University, Estill 201
Box 2328
Huntsville, Texas 77341-2328

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Fax: 936-294-3668
Website: [http://www.shsu.edu/~fao_www](http://www.shsu.edu/~fao_www)