

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

****If a promissory note is not signed, the tuition loan is not
complete and classes may not be protected beyond the due**

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.



FINANCIAL AID & SCHOLARSHIPS OFFICE



GENERAL INFORMATION

for

**Academic Affairs
Staff Chat
with
Financial Aid &
Scholarships**

WE ARE HERE TO HELP YOU!

Find us online at 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

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

Phone: 936-294-1774

Fax: 936-294-3668

Website: http://www.shsu.edu/~fao_www

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.