Important Information And Deadlines

FALL 2016

7/6  Health insurance waivers and requests available online
7/6  Fall 2016 charges available online
7/6  Fall 2016 payment plans available online
7/19–7/21  First fall 2016 bill mailed
8/15  Full payment or complete payment arrangements due for fall 2016
8/31  Health insurance waivers and requests due
8/31  First day of fall 2016 classes

SPRING 2017

12/16  Health insurance waivers and requests available online
12/16  Spring 2017 charges available online
12/16  Spring 2017 payment plans available online
12/19–12/22  First spring 2017 bill mailed
1/15  Full payment or complete payment arrangements due for spring 2017
1/26  Health insurance waivers and requests due
1/26  First day of spring 2017 classes

STUDENT FINANCIAL SERVICES
School of the Art Institute of Chicago
36 S. Wabash Ave., suite 1200, Chicago, IL 60603
312.629.6600  |  312.629.6601 fax  |  saic.sfs@saic.edu
saic.edu/sfs  |  sfshelp.saic.edu (Q+A)
OFFICE HOURS: Monday–Friday, 8:30 a.m.–4:30 p.m.
While appointments are not necessary, please feel free to schedule one with us.

NONDISCRIMINATION POLICY
The Art Institute of Chicago, including both the School and the Museum, is committed to providing an inclusive and welcoming environment for its students, visitors, faculty, and staff, and to ensuring that educational and employment decisions are based on an individual’s abilities and qualifications. The Art Institute of Chicago does not tolerate unlawful discrimination based on race, color, sex, religion, national origin, disability, age, sexual orientation, gender identity, military or former military status, or any other status protected by federal, state or local law, in its programs and activities, public accommodations or employment practices.
TO DO:
1. View your account and billing address online
2. Select a payment plan each semester
3. Be sure payment is made by:
   - August 15 Fall
   - December 15 Winter
   - January 15 Spring
   - May 15 Summer

Student Financial Services is dedicated to helping you through the process of financing your education at SAIC, and has provided you with multiple ways to manage your payments. We encourage you to contact us at any time with any questions or concerns.

ADJUSTING YOUR FINANCIAL AID FOR ACTUAL ENROLLED CREDIT HOURS

Because the cost of attendance and the cost of tuition are calculated per credit hour, financial aid is also calculated per credit hour. If you are receiving a merit or any other scholarship at SAIC, it is calculated based on the standard enrollment for your program. It must be recalculated if your enrollment will be different.

■ Inform the Student Financial Services office using the form at the link above if your enrolled credit hours will be different than your initial award to ensure a more accurate bill.

■ After the add/drop period, financial aid packages are adjusted based on actual enrolled credit hours for the semester.

FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

saic.edu/ferpa

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law that gives students certain rights with regard to their own education records including financial records.

In order for the Student Financial Services staff to discuss details of a student’s financial aid award and/or tuition and fees account with someone other than the student, SAIC requires written permission from the student. Further details related to FERPA and the FERPA form are located at saic.edu/ferpa. By completing and returning this form, you consent to SAIC’s disclosure of information from your student financial record to any other education records to the person that you designate.

FINANCIAL RESPONSIBILITY

You are academically and financially responsible for the course(s) for which you are enrolled and/or for which you will be enrolled in the future. Neither failure to attend classes nor failure to pay tuition constitutes a drop and you will receive a grade for each class you are enrolled in unless it is officially dropped by the published deadlines. You are responsible for reading and understanding the registration procedures, add/drop, leave of absence, and refund policies as published in the current SAIC Bulletin. If you do not adhere to these policies, you may incur academic and/or financial penalties and you may be denied access to enrollment for future terms and/or refused the release of your official SAIC transcripts and/or diploma.

Enrolling in one or more classes at SAIC automatically authorizes SAIC and its agents to contact you via mobile phone, home phone, text messages, email, mail, and otherwise for any SAIC-related purposes. Service provider usage fees may apply. For questions or concerns regarding enrollment for funding for their education, students should include the cost of education for their entire degree program, not just their first year.

ACCESS YOUR ACCOUNT ONLINE IN TWO EASY STEPS

Step 1: Sign into SAIC Self-Service at saic.edu/selfservice by entering your User Name and Password

Step 2: Click on the “Student Center” in the upper left-hand corner

WAYS TO MAKE A PAYMENT

saic.edu/payment

CASH, PERSONAL CHECK, MONEY ORDER

Made payable in U.S. currency

SAIC Bursar’s Office:
37 S. Wabash Ave., room 245, Chicago, IL 60603
Office Hours: Monday–Friday, 11:30 a.m.–4:30 p.m.

CREDIT CARD, AUTOMATED CHECK HANDLING (ACH)

■ In CASHNet via SAIC Self-Service.
■ A service fee will be charged for credit card payments. There is no fee charged for ACH (electronic check) payments.
■ Students can set up an Authorized User account for their parents to make a payment.

BILLING PROCESS

saic.edu/payment

Tuition and fee bills are mailed at the end of each month to students who have a balance due and to those who have had account activity since the last monthly bill.

Payment in full or complete payment arrangements of any balance not covered by financial aid must be made by the following dates in order to avoid late fees, restriction of access on campus, prevention from future registration and release of academic transcripts/diplomas:

■ Fall: August 15
■ Winter: December 15
■ Spring: January 15
■ Summer: May 15

Bills are sent to the student’s billing address as listed in SAIC Self-Service and are available electronically in CASHNet. Students can opt-out of receiving a paper bill in SAIC Self-Service. For those who don’t opt-out, if no active billing address is listed, the bill will be sent to the student’s home/permanent address or mailing address, respectively. Students are expected to monitor their student account, be current on payment of their balance, and maintain current addresses in SAIC Self-Service. Students may electronically request a statement of their tuition and fees account in SAIC Self-Service 24/7.

WIRE TRANSFERS: U.S. AND NON-U.S. CURRENCIES

saic.edu/wiretransfer

SAIC and CASHNet work with Western Union Business Solutions to offer competitive wire-transfer rates.

OVERVIEW

1. Initiate a Wire Transfer Conversion Rate Quote in CASHNet via SAIC Self-Service at saic.edu/selfservice. Details below.
2. Instruct Your Bank To Transfer the Funds
3. Your Student Account at SAIC will be credited in 2-5 days.

The payment will be listed in your CASHNet account under “Your Recent Payments” as pending until the transaction has been completed by you, or it expires.

INITIATING A WIRE TRANSFER CONVERSION RATE QUOTE

Step 1 Log in to SAIC Self-Service at saic.edu/selfservice

Log in to SAIC Self-Service by following the steps above in the Access Your Account Online section.

Step 2 Access CASHNet

Click on the CASHNet link in the Finance section (pop-up blockers must be turned off). This will bring you to the CASHNet page.

Step 3 Initiate the Payment Quote Process

Go to your Account > Make a Payment in the upper-left-hand corner, then Tuition and Fees > Amount > Add to Shopping Cart > Checkout

Step 4 Choose the Wire Transfer Option

At the “Select Method of Payment” screen, choose Wire Transfer (U.S. and International Currency).

■ Continue Checkout

Step 5 Enter the Currency Information

Enter the data required on the “Enter Foreign Currency Information” screen and follow the instructions to get your 72 hour quote.

Step 6 Instruct your Bank to Transfer the Funds

Instruct your bank to transfer the funds through your bank’s online services, or visit your bank in person with the quote within 72 hours to avoid the quote expiring.

TUITION AND FEE PAYMENT PLAN

saic.edu/paymentplans

■ In CASHNet via SAIC Self-Service.
■ Interest free tuition and fee payment plan is available through SAIC Self-Service ($50 enrollment fee per semester).
■ Students can set up an Authorized User account for their parents to make a payment.
■ Payment plans for each semester consist of four payments due the 15th of each month. Fall payment begins in August and spring begins in January. A three month plan is available for summer and begins on May 15.
■ Students can Auto-Pay for automatic account deductions from a U.S. bank account.
■ $40 late fee for each missed payment.

Tuition And Fees

saic.edu/tuition

TUITION

UNDERGRADUATE STUDENTS

$1,497 PER CREDIT HOUR

GRADUATE MASTER’S CERTIFICATE

$1,980 PER CREDIT HOUR

HOUSING CHARGES

525 NORTHEAST STREET REID RESIDENCE, JONES HALL, AND THE BUCKINGHAM

PREPAYMENT

$550

$1,550 PER THE YEAR

MEAL PLAN – Returning Students

$525 PER SEMESTER

$1,050 FOR THE YEAR

$1,475 PER SEMESTER

$2,950 FOR THE YEAR

$425 PER SEMESTER

$850 FOR THE YEAR

PRIVATE

$6,500 PER SEMESTER

$13,000 FOR THE YEAR

SINGLE ROOM

$4,525 PER SEMESTER

$9,050 FOR THE YEAR

$13,000 PER SEMESTER

$26,000 FOR THE YEAR

SINGLE ROOM

$5,800 PER SEMESTER

$11,600 FOR THE YEAR

$11,600 PER SEMESTER

$23,200 FOR THE YEAR

SINGLE ROOM

$7,500 PER SEMESTER

$15,000 FOR THE YEAR

$13,500 PER SEMESTER

$27,000 FOR THE YEAR

OTHER FEES

HEALTH INSURANCE FEE

$950 PER SEMESTER

$1,900 FOR THE YEAR

UPASS

$200 PER SEMESTER

$400 FOR THE YEAR

UPASS VENTRA CARD FEE

$5 ONE-TIME FEE

TECHNOLOGY FEE

$285 PER SEMESTER

$570 FOR THE YEAR

NEW STUDENT ORIENTATION FEE

$250 PER STUDENT

ARTCARD REPLACEMENT FEE

$10

LATE REGISTRATION FEE

$300

DUE 30 DAYS AFTER THE END OF THE ADD/DROP PERIOD DURING THE SUMMER PERIOD

COMPLETE WITHDRAWAL FEE

$4,000 FOR THE SEMESTER

$8,000 FOR THE YEAR

$2,000 PER SEMESTER

$4,000 FOR THE YEAR

$6,000 PER SEMESTER

$12,000 FOR THE YEAR

NO PAYMENT ARRANGEMENT FEE

$150

DUE 30 DAYS AFTER THE END OF THE ADD/DROP PERIOD DURING THE SUMMER PERIOD
TO DO:
1. Before classes begin, complete a Health Insurance Waiver online if you would like to use your own comparable health insurance instead of SAIC's health insurance.
2. Enroll in SALT™, SAIC's free Financial Literacy and Debt Management program, at saltmoney.org/saic.

HEALTH INSURANCE REQUIREMENT
saic.edu/healthinsurance
SAIC health insurance is required for all enrolled full-time domestic and all full- and part-time international students. Health insurance coverage is also available, upon request, to all international students who have graduated and who have been approved to participate in the Optional Practical Training (OPT) program. SAIC Health Insurance is automatically charged to students for whom it is required each fall and spring semester. Waivers may be granted to students who have their own health insurance coverage. Waiver requests must be completed by the end of the first day of classes for the fall and/or spring semester and are reviewed for comparable coverage. Information associated with SAIC’s 2016/2017 health insurance waiver requirements and student health insurance plan will be available June 2016.

SALT™
saic.edu/financialliteracy
SAIC has partnered with SALT™ to offer a free online financial literacy tool to help students manage their money and loans more effectively. SALT was created by American Student Assistance, a nonprofit organization, to help SAIC students and alums become more financially savvy. Activating your SALT membership allows you to take advantage of member-only features, like:
- Interactive money management tools that show you how to take control of your finances.
- My Money 101, a self-paced resource that teaches you practical money management strategies for budgeting, credit cards, banking, and more.
- Access job and scholarship opportunities.
- It is easy to sign up! Just visit saltmoney.org/saic and choose the “sign up” link in the upper right-hand corner. For technical support, call 855.469.2724.

TIPS FOR PARENTS

- Communications — The tuition and fees account and financial aid (if applicable) are legally the student’s responsibility. Communications are directed to the student’s SAIC email address and their telephone numbers. Ask your student to share all applicable communications with you.

- Ask your student to set up their SAIC email account with automatic forwarding for all emails from saic.sfs@saic.edu to be sent to your parent email address.

- Statement of Account — Students can request these in SAIC Self-Service at anytime. The request sends a PDF statement of transactions for the last 365 days with the current balance and anticipated financial aid. It looks much like the monthly invoices.

- CASHNet — Ask your student to set you up as an Authorized User. You can view monthly eBills, past CASHNet payments, account balances and access annual 1098-T tax forms (if eligible) without needing to log into SAIC’s Self-Service.

- Finances and FERPA — Make sure your student has given Student Financial Services permission to discuss their finances with you by completing a FERPA form at saic.edu/ferpa. It’s the law!

REFUNDS AND ADVANCES
saic.edu/payment

- If, after final adjustments at the end of the add/drop period, you have a credit balance remaining on your account, a refund will be processed.

- You may be issued a refund earlier if you have a credit balance prior to the end of add/drop.

- If you anticipate having a credit balance during the term, you may be eligible to receive an advance before add/drop. Advances are 50% of your anticipated credit balance up to $1,000. You may request an advance through SAIC Self-Service.

- If you have a refund or an advance, you will be notified through your SAIC email address.

- In exceptional situations, a “balance owed” may be created on your account if an advance or refund has been processed and adjustments are made to your student account at a later date, due to changes in enrollment and/or eligibility for a merit scholarship.

To receive an advance or refund which will be deposited to your bank account, you must enroll in eRefund through SAIC Self-Service by clicking on the CASHNet link.