## Important Information And Deadlines

### FALL 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/7</td>
<td>Health insurance waivers and requests available online</td>
</tr>
<tr>
<td>7/7</td>
<td>Fall 2014 charges available online</td>
</tr>
<tr>
<td>7/7</td>
<td>Fall 2014 payment plans available online</td>
</tr>
<tr>
<td>7/22–7/25</td>
<td>First fall 2014 bill mailed</td>
</tr>
<tr>
<td>8/15</td>
<td>Full payment or complete payment arrangements due for fall 2014</td>
</tr>
<tr>
<td>8/27</td>
<td>Health insurance waivers and requests due</td>
</tr>
<tr>
<td>8/27</td>
<td>First day of fall 2014 classes</td>
</tr>
</tbody>
</table>

### SPRING 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>12/17</td>
<td>Health insurance waivers and requests available online</td>
</tr>
<tr>
<td>12/17</td>
<td>Spring 2015 charges available online</td>
</tr>
<tr>
<td>12/17</td>
<td>Spring 2015 payment plans available online</td>
</tr>
<tr>
<td>12/17–12/19</td>
<td>First spring 2015 bill mailed</td>
</tr>
<tr>
<td>1/1</td>
<td>2015–16 FAFSA available online</td>
</tr>
<tr>
<td>1/15</td>
<td>Full payment or complete payment arrangements due for spring 2015</td>
</tr>
<tr>
<td>1/22</td>
<td>First day of spring 2015 classes</td>
</tr>
<tr>
<td>1/22</td>
<td>Health insurance waivers and requests due</td>
</tr>
<tr>
<td>2/15</td>
<td>2015–16 FAFSA priority filing deadline for Illinois Residents</td>
</tr>
<tr>
<td>3/1</td>
<td>2015–16 FAFSA priority filing deadline</td>
</tr>
</tbody>
</table>

### STUDENT FINANCIAL SERVICES

School of the Art Institute of Chicago  
36 S. Wabash Ave., suite 1218, Chicago, IL 60603  
312.629.6600 | 312.629.6601 fax | finaid@saic.edu | saic.edu/sfs  

**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.
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 process your financial aid 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.

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 deadline. You are responsible for reading and understanding the registration, withdrawal, 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. When making arrangements for funding for their education, students should include the cost of education for their entire degree program, not just their first year.

BILLING PROCESS
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. 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.

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
CASH, PERSONAL CHECK, MONEY ORDER
(MADE PAYABLE IN U.S. CURRENCY)
- SAIC Bursar’s Office: 57 S. Wabash Ave., room 711, 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 payments.
- Students can set up an authorized account user for their parents to make a payment.

WIRE TRANSFERS
Instructions:
- When you wire payments, please give your bank the following information:
  - FOR DOMESTIC WIRE
    - Bank of America
      - ABA # 026-009-593
      - The Art Institute of Chicago School Depository Account
        - Account # 666224261
      - Reference (Student Name and ID Number)*
    - FOR INTERNATIONAL WIRE
      - Bank of America
        - ABA # 026-009-593
        - SWIFT Code: BFOUS35
        - The Art Institute of Chicago School Depository Account
          - Account # 666224261
        - Reference (Student Name and ID Number)*

If you are also asked to provide the bank’s physical location, please use the following address:
- Bank of America
  - 135 S. LaSalle St.
  - Chicago, IL 60603

*IMPORTANT: please be sure to include student name and ID# on the transfer to ensure that the funds will be applied to the proper account.

After you have made the wire transfer at your bank, please fax us at 312.629.6601 or email finaid@saic.edu, and provide the following information:
- The date the wire transfer was made
- The amount of money that was wired to our bank
- The student name and ID# to whose account the funds need to be applied to
- Name of parent or person who sent the wire transfer

Instructions are also available in Korean and Chinese at saic.edu/wiretransfer.

TUITION AND FEE PAYMENT PLAN
- In CASHNet via SAIC Self-Service
- Interest free tuition and fees payment plan is available through SAIC Self-Service ($50 enrollment fee per semester)
- Students can set up authorized account users to allow others to make a payment to make payments
- 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 the 15th of May
- Enroll in Auto-Pay for automatic account deductions from a U.S. bank account
- $40 late fee for each missed payment

TUITION
UNDERGRADUATE STUDENTS
- $4,350 PER SEMESTER
- $4,180 FOR THE YEAR
- $2,060 FOR THE YEAR

GRADUATE AND CERTIFICATE
- $3,700 PER SEMESTER
- $3,340 FOR THE YEAR
- $1,670 FOR THE YEAR

HOUSING CHARGES
162 NORTH STATE STREET RESIDENCES, JONES HALL AND THE BUCKINGHAM
- PREPAYMENT: $1,500
- MEAL PLAN – New Students: $1,600
- MEAL PLAN – Continuing Students: $1,000
- SHARED: $8,360
- TRIPLE ROOM: $4,330
- DOUBLE ROOM: $5,500
- PRIVATE: $11,000

UPASS VENTRA CARD FEE
- $25

IMMUNIZATION FINE
- $150

LATE REGISTRATION FEE ($UNDERGRADUANTS)
- $300

NEW STUDENT ORIENTATION FEE
- $150

ARTICARD REPLACEMENT FEE
- $25

TECHNOLOGY FEE
- $75

NO PAYMENT ARRANGEMENT FEE
- $150

PER SEMESTER FOR STUDENTS WHO ARE NOT IN COMPLIANCE WITH THE IL DEPT. OF PUBLIC HEALTH REQUIREMENTS CONTACT HEALTH SERVICES FOR ADDITIONAL INFORMATION OR CALL 312-999-4288 OR HEALTHSERVICES@SAIC.EDU

Tuition And Fees

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Amount</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDERGRADUATE STUDENTS</td>
<td>$4,350</td>
<td>PER SEMESTER</td>
</tr>
<tr>
<td>GRADUATE AND CERTIFICATE</td>
<td>$3,700</td>
<td>PER SEMESTER</td>
</tr>
<tr>
<td>HOUSING CHARGES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepayment</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Meal Plan – New Students</td>
<td>$1,600</td>
<td></td>
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<tr>
<td>Meal Plan – Continuing Students</td>
<td>$1,000</td>
<td></td>
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<tr>
<td>Shared</td>
<td>$8,360</td>
<td></td>
</tr>
<tr>
<td>Triple Room</td>
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<td></td>
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  - The Art Institute of Chicago School Depository Account
  - Account #666224261
  - Reference (Student Name and ID Number)*

- **FOR INTERNATIONAL WIRE**
  - Bank of America
  - ABA # 026-009-593
  - SWIFT Code: BOFAUS3N
  - The Art Institute of Chicago School Depository Account
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**TUITION AND FEES**

**UNDERGRADUATE STUDENTS**

- $1,381 per credit hour

**GRADUATE AND CERTIFICATE**

- $1,467 per credit hour

**HOUSING CHARGES**

162 NORTHEAST STREET RESIDENCES, JONES HALL AND THE BUCKINGHAM

| Prepayment | $550 |
| Meal Plan – New Students | $750 |
| Meal Plan – Continuing Students | $1,500 |
| Health Insurance Fee | $1,000 |
| Roommate | $8,360 |
| Triple Room | $4,150 |
| Double Room | $4,560 |
| Single Room | $11,000 |
| Other/International | $17,000 |
| Roommate | $5,150 |
| Double Room | $5,600 |
| Single Room | $12,200 |

**OTHER FEES**

- Health Insurance Fee: $12,600
- Other: $50
- New Student Orientation Fee: $150
- Graduation Fee: $25
- Late Registration Fee: $300
- For occurrence of a schedule addition after the end of the add/drop period
- Complete Withdrawal Fee: $100
- For those withdrawing from all courses during the withdrawal period
- For failure to establish payment arrangements by the payment due date
- For students who are not in compliance with the U.S. Dept. of Public Health Requirements, Contact Health Services for additional information at 312-629-4088 or healthservices@saic.edu

**Tuition And Fees**

**Tuition**

| UNDERGRADUATE STUDENTS | $1,381 |
| GRADUATE AND CERTIFICATE | $1,467 |

**Housing Charges**

- 162 Northeast Street Residences, Jones Hall and the Buckingham
- Prepayment: $550
- Meal Plan – New Students: $750
- Meal Plan – Continuing Students: $1,500
- Health Insurance Fee: $1,000
- Roommate: $8,360
- Triple Room: $4,150
- Double Room: $4,560
- Single Room: $11,000
- Other/International: $17,000

**Other Fees**

- Health Insurance Fee: $12,600
- Late Registration Fee: $300
- For occurrence of a schedule addition after the end of the add/drop period
- Complete Withdrawal Fee: $100
- For those withdrawing from all courses during the withdrawal period
- For failure to establish payment arrangements by the payment due date
- For students who are not in compliance with the U.S. Dept. of Public Health Requirements, Contact Health Services for additional information at 312-629-4088 or healthservices@saic.edu
TO DO:
1. Complete a Health Insurance Waiver online in SAIC Self-Service 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 Loan Management program at saltmoney.org.

HEALTH INSURANCE
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, through SAIC Self-Service, to all domestic part-time degree-seeking students. Additional information about health insurance, including the SAIC policy, is available at saic.edu/healthinsurance.

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. For more information on waiving coverage, visit saic.edu/healthinsurance.

SALT™
SAIC has partnered with SALT™ to offer students a free online financial literacy tool, to help 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.
- A personal dashboard that consolidates and tracks all of your federal student loan information.
- Loan advice from SALT’s expert counselors.
- 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.
- Download their mobile app “Fixx” to assist you in tracking your daily budget.

It is easy to sign up! Just visit saltmoney.org and choose the “sign up” link in the upper right-hand corner. For technical support, call 855.469.2724.

TO DO:
1. Notify the Student Financial Services office to recalculate your financial aid if your enrolled credit hours will be different than listed on your award letter and in SAIC Self-Service.
2. Sign up for eRefund through CASHNet in SAIC Self-Service.

MERIT SCHOLARSHIP ADJUSTMENTS BASED ON YOUR ENROLLED CREDIT HOURS
For those students receiving a merit scholarship through the Office of Admission, the scholarship has been calculated based upon the standard enrollment for your degree or certificate program, and is reflected in SAIC Self-Service under the “View Scheduled Disbursements” section of the Award Summary.

- You should inform the Student Financial Services office in writing or by email, as soon as possible, if your enrolled credit hours will be different than that listed in SAIC Self-Service. This will ensure more accurate billing statements, and may expedite the disbursement process and refund of any credit balances.
- After the add/drop period, merit scholarships are adjusted based upon actual enrolled credit hours for the semester.
- Scholarships will be disbursed to your account once aid has been adjusted, if necessary, and your financial aid file is complete.

REFUNDS AND FINANCIAL AID ADVANCES
- If, after final adjustments at the end of the add/drop period, you have a credit balance remaining on your record, 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 due.
- If you anticipate having a credit balance during the term, you may eligible to receive an advance before your aid has been disbursed. 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 a financial aid advance or refund has been processed and adjustments are made to the award package 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.