Important Information And Deadlines

FALL 2015
7/6 Health insurance waivers and requests available online
7/6 Fall 2015 charges available online
7/6 Fall 2015 payment plans available online
7/21–7/24 First fall 2015 bill mailed
8/15 Full payment or complete payment arrangements due for fall 2015
9/2 Health insurance waivers and requests due
9/2 First day of fall 2015 classes

SPRING 2016
12/16 Health insurance waivers and requests available online
12/16 Spring 2016 charges available online
12/16 Spring 2016 payment plans available online
12/15–12/18 First spring 2016 bill mailed
1/1 2016-17 FAFSA available online
1/15 Full payment or complete payment arrangements due for spring 2016
1/28 First day of spring 2016 classes
1/28 Health insurance waivers and requests due
2/1 2016-17 FAFSA priority filing deadline for undergraduate Illinois residents
2/15 2016-17 FAFSA priority filing deadline for Summer 2016 Study Trip applicants
3/1 2016-17 FAFSA priority filing deadline for all other students

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.

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.

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 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.

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” link in the upper left-hand corner

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.

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.edu/sfs | sfshelp.saic.edu (Q + A)
WAYS TO MAKE A PAYMENT
CASH, PERSONAL CHECK, MONEY ORDER (MADE PAYABLE IN U.S. CURRENCY)

SAIC Bursar’s Office:
37 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 user account to allow others to make payments
■ Payment plans for each semester consist of four payments due the 15th of each month
■ Enroll in Auto-Pay for automatic account deductions
■ $40 late fee for each missed or incomplete payment

WIRE TRANSFERS
See wire transfer details and instructions 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 user accounts to allow others to make payments
■ Payment plans for each semester consist of four payments due the 15th of each month
■ Enroll in Auto-Pay for automatic account deductions
■ $40 late fee for each missed or incomplete payment

TUITION
UNDERGRADUATE STUDENTS
PER CREDIT HOUR
$ 1,438

GRADUATE AND CERTIFICATE
PER CREDIT HOUR
$ 1,527

HOUSING CHARGES
162 NORTH STATE STREET RESIDENCES, JONES HALL AND THE BUCKINGHAM
PREPAYMENT
$ 550

MEAL PLAN – New Students
$ 775 PER SEMESTER
$ 1,550 FOR THE YEAR

MEAL PLAN – Returning Students
$ 525 PER SEMESTER
$ 1,050 FOR THE YEAR

SHARED
$ 4,225 PER SEMESTER
$ 8,450 FOR THE YEAR

TRIPLE ROOM
$ 4,500 PER SEMESTER
$ 9,000 FOR THE YEAR

DOUBLE ROOM
$ 5,650 PER SEMESTER
$ 11,300 FOR THE YEAR

PRIVATE
$ 6,250 PER SEMESTER
$ 12,500 FOR THE YEAR

SMALL SINGLE ROOM
$ 6,550 PER SEMESTER
$ 13,100 FOR THE YEAR

JONES HALL ONLY
$ 13,100

SINGLE ROOM
$ 7,500 PER SEMESTER
$ 15,000 FOR THE YEAR

OTHER FEES
HEALTH INSURANCE FEE
$ 1,050 PER SEMESTER
$ 2,100 FOR THE YEAR

UPASS FEE
$ 135 PER SEMESTER

UPASS VENTRA CARD FEE
$ 5 ONE TIME FEE

TECHNOLOGY FEE
$ 275 PER SEMESTER

GRADUATION FEE
$ 35

NEW STUDENT ORIENTATION FEE
$ 175 PER STUDENT (UNDERGRADUATE)

ARTICARD REPLACEMENT FEE
$ 15

LATE REGISTRATION FEE
$ 300 PER OCCURRENCE OF A SCHEDULE ADDITION AFTER THE END OF THE ADD/DROP PERIOD FOR THE SEMESTER

COMPLETE WITHDRAWAL FEE
$ 100 FOR THOSE WITHDRAWING FROM ALL COURSES DURING THE WITHDRAWAL PERIOD

NO PAYMENT ARRANGEMENT FEE
$ 150 FOR FAILURE TO ESTABLISH PAYMENT ARRANGEMENTS BY THE PAYMENT DUE DATE

IMMUNIZATION FINE
$ 100 PER SEMESTER FOR STUDENTS WHO ARE NOT IN COMPLIANCE WITH THE IL DEPT. OF PUBLIC HEALTH REQUIREMENTS. CONTACT HEALTH SERVICES FOR ADDITIONAL INFORMATION AT 312.499.4288 OR HEALTHSERVICES@SAIC.EDU

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
FINANCIAL AID ADJUSTMENTS BASED ON YOUR ACTUAL ENROLLED CREDIT HOURS

Your initial award package is calculated based upon the standard enrollment for your degree or certificate program, which is reflected on your award letter and 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 on your award letter or 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, financial aid packages are adjusted based upon actual enrolled credit hours for the semester.
- Financial aid will be disbursed to your account once aid has been adjusted, if necessary, and your financial aid file is complete.

TAX BENEFITS FOR EDUCATION 1098-T FORM

The Federal tax code includes a number of provisions designed to reduce or partially offset the costs of higher education for students and families. Among those are the American Opportunity Tax Credit (AOTC) and the Lifetime Learning Tax Credit, both designed to help families pay for at least a portion of higher education tuition and fees and related costs. For those who are eligible, the 1098-T is available online in CASHNet each year on or before January 31.

Helpful Information regarding Tax Benefits for Education can be found on the SAIC website at saic.edu/payment/educationaltaxcredits1098-t and the IRS website at irs.gov/Individuals/Education-Credits-AOTC-LLC.

If you have questions about federal income tax filing and Tax Education Benefits, contact your tax accountant or the IRS.

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. After January 31, 2016, access your 2015 1098-T form in CASHNet (if eligible)
3. Enroll in SALT™, SAIC’s free Financial Literacy and Loan Management program at saltmoney.org.

Information For Students Receiving Third Party Assistance

THIRD-PARTY ASSISTANCE

All third party assistance correspondence and payments being sent to SAIC should be sent directly to Student Financial Services (not the Bursar’s office).

Students receiving assistance in paying their tuition and fees must notify the Student Financial Services office prior to the start of each semester. Examples of third-party assistance include college savings plans, veteran benefits, rehabilitation programs, or employee assistance programs. A student’s initial award package may have to be adjusted according to federal, state, and institutional awarding policies to accommodate this assistance.

OUTSIDE SCHOLARSHIPS

Students receiving grants, scholarships, or awards from a source other than SAIC must notify the Student Financial Services office of these awards. The notification to SAIC should include the name of the organization sending the funds, name of a contact person and phone number at the organization, and the dollar amount the student will receive. Students should inform the organization sending the funds to SAIC that their name and student ID number should appear on all correspondence related to the scholarship, grant, or award. Please be sure to send this information/payment to the Student Financial Services office and NOT to the Bursar’s office, as this will delay processing of these funds. SAIC is required by law to consider these awards as a part of the student’s financial aid package. It may be necessary for SAIC to adjust the award package to meet federal, state, and institutional awarding policies. Scholarship letters that provide detailed information will allow the amount to be listed as “Anticipated Aid” on the student’s bills and statements. This will decrease the amount due (if any) to SAIC before classes start. Information on searching for outside scholarships is available on the SAIC website at saic.edu/sfs.
TO DO:
1. Notify the Student Financial Services office if you are receiving an outside scholarship or using funds from a 529 plan to pay your bill
2. Notify the SAIC Registrar if you are receiving VA benefits
3. Follow steps below to ensure funds are received before August 15 for the fall semester, January 15 for the spring semester and May 15 for the summer semester

VETERAN’S BENEFITS
If you are a veteran of U.S. military service, or an eligible dependent under the Dependents Educational Assistance Program, you may qualify to receive benefits from the Department of Veterans Affairs (VA) for your attendance at SAIC.

SAIC’s Registrar processes degree-seeking students’ applications for the VA education benefit programs below:
- The Montgomery GI Bill (Chapter 30)
- The Dependents Educational Assistance Program (Chapter 35)
- The Selected Reserve Educational Assistance Program (Chapter 1606)

SAIC’s Registrar and the Student Financial Services office work together to process degree-seeking students’ applications for the VA education benefit programs below:
- The Vocational Rehabilitation Program (Chapter 31)
- The Post 9/11 GI Bill, including the Yellow Ribbon Program (Chapter 33)

POST 9/11 PROGRAM
Once you have determined your eligibility, completed the VA application process, and received your certificate of eligibility, you should visit the SAIC Registrar, Certifying Officer for SAIC, to submit your paperwork and discuss the details of the process. You should provide a copy of your certificate of eligibility to the SAIC Registrar. Upon receipt of this information, the Registrar will certify your enrollment and the Student Financial Services office will review your financial aid package for the inclusion of your VA benefits to be used for your attendance at SAIC.

YELLOW RIBBON PROGRAM
The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post 9/11 Veterans Educational Assistance Act of 2008. Degree-granting institutions in the United States voluntarily enter into an annual agreement with the VA to participate in the Yellow Ribbon Program. For the 2015–16 academic year, eligible veterans admitted and enrolled in a degree program at SAIC may receive a maximum of $7,500 from the school in Yellow Ribbon funds. The actual amount of the benefit will be based on the number of credit hours taken and charged each semester. Under the Yellow Ribbon Program, the VA will match SAIC’s contribution to eligible veterans for each academic year that SAIC participates in the program. For the 2015–16 academic year, the VA matching funds is a maximum of $7,500 at SAIC.

To determine your eligibility for veteran’s benefits, visit the VA website at gobill.va.gov, or contact them at 1.888.GI.BILL (442.4551).

If you have any questions about this process, please contact the SAIC Registrar at 312.629.6700.

QUALIFIED EDUCATION/529 PLANS
Please be sure all information and payments are sent to the Student Financial Services office and not to the Bursars office to avoid a delay in the processing of these funds.

A qualified education or 529 plan is an education savings plan operated by a state or educational institution designed to help families set aside funds for future college costs. When the owner is a dependent student or the parent of a dependent student, the value of the account is reported as an asset of the parents on the FAFSA. It may be necessary for SAIC to adjust a student’s FAFSA and their award package to meet federal, state, and institutional awarding policies. A plan payment will be applied as a “payment” on the student’s account.

QUALIFIED EDUCATION/529 PLAN PROCESSING AND INSTRUCTIONS
Students using a qualified education/529 plan to pay for educational expenses must notify Student Financial Services prior to the beginning of the semester. Students should complete a request to receive funds from their provider four weeks before the payment due date each semester that they are using the plan as payment towards their tuition charges. Request dates are as follows:

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATE TO REQUEST FUNDS FROM PROVIDER</th>
<th>TUTION/FEES PAYMENT DUE DATE</th>
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<tbody>
<tr>
<td>Summer</td>
<td>April 15</td>
<td>May 15</td>
</tr>
<tr>
<td>Fall</td>
<td>July 15</td>
<td>August 15</td>
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<td>Winter</td>
<td>November 15</td>
<td>December 15</td>
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<tr>
<td>Spring</td>
<td>December 15</td>
<td>January 15</td>
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</tbody>
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Students should inform the provider sending the funds to the Student Financial Services office that their name and student ID number should appear on all correspondence and transactions. If the agency that holds your qualified education/529 benefit requires invoices, please contact Student Financial Services immediately with the contact information of the agency, and the name of the student. In some cases, SAIC may be required to complete a form or letter of credit that is provided by the plan provider.

PAYMENTS AND CORRESPONDENCE SHOULD BE SENT TO:
School of the Art Institute of Chicago
Attn: Qualified Education/529 Plan Administrator
Student Financial Services
36 S. Wabash Ave., suite 1200
Chicago IL 60603

*Plans that require SAIC to certify enrollment must be processed after the add-drop period is complete. Students may need to enroll in a payment plan to cover their balance.
HEALTH INSURANCE REQUIREMENT

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.

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

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.

If the credit on the student account results from federal aid disbursements, the credit balance will be refunded directly to the student or parent (in the case of a Federal Direct PLUS loan) as soon as possible but no later than 14 days after:

- the date the balance occurred on the student’s account, if the balance occurred after the first day of class of a payment period, or
- the first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

You may be issued a refund earlier if you have a credit balance prior to the end of add/drop due to the disbursement of alternative or federal loans.

If you anticipate having a credit balance during the term, you may be 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 aid.

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.

SAIC SELF-SERVICE – STATEMENT OF ACCOUNT, VIEW STUDENT ACCOUNT ACTIVITY AND REQUEST AN ADVANCE ON AN EXPECTED REFUND

Step A. Sign into SAIC Self-Service at saic.edu/selfservice.

Step B. Click on the "Student Center" on the upper left-hand corner.

Step C. Go to “Finances” section to request your own Statement of Account (please be sure to do so after July 6), view your financial aid and account activity, access CASHNet and submit a request to receive an advance on an expected refund before classes have started.

- For family members who do not have access to SAIC Self-Service but need access to CASHNet, students can set up an authorized user account for parents or other family to make payments on the student’s behalf. See CASHNet instructions on the web at saic.edu/payment or in the Payment Guide.

OUTSIDE SCHOLARSHIPS AND 529 COLLEGE PLANS

All correspondence and payments should be sent to the Student Financial Services office. DO NOT send to the Bursar’s office as this will delay processing of these funds.

VETERAN’S BENEFITS

All students who are receiving a VA Benefit from any program of the VA education benefit programs should notify the SAIC Registrar VA representative to discuss the process. Students who are approved by the VA for Post 9/11 benefits will receive a Certificate of Eligibility that should be forwarded to the SAIC Registrar who will in turn, share the information with Student Financial Services for awarding purposes.

CASHNET – PAYMENT PLAN, AUTO PAY AND eREFUND

Once tuition and fees are posted to your account, you can log into SAIC Self-Service via saic.edu/selfservice and click on the CASHNet link to set up a payment plan. Auto-Payment and eRefund (enrollment is required) features are also located here. CASHNet is SAIC’s online payment and refund system.

A four payment plan is available for fall and spring semesters. The Fall 2015 payment plan begins August 15 and the Spring 2016 payment plan begins on January 15. Summer 2016 term has a three payment semester plan starting May 15. Payments are due on the 15th of each month.

- The payment plan enrollment fee is $50 per semester. A $40 fee is charged for each late or missed payment.
- Students can set up an authorized user account for parents or other family to make payments on the student’s behalf. Additional information is available at saic.edu/payment.
- The amount budgeted on the plan each semester is the balance due after anticipated financial aid. The amount due on the plan will adjust as charges and financial aid are updated.

SAIC HEALTH INSURANCE WAIVER/REQUEST ONLINE FORM VIA SAIC SELF-SERVICE

- SAIC health insurance coverage is mandatory for all full-time and international students.
- Students who are not full-time or International may request health insurance.
- Students who have their own comparable health insurance coverage may request a waiver online.
- If waived, SAIC’s health provider will review your health insurance policy to confirm that it meets SAIC requirements. Students will be contacted if their policy is not comparable.
STUDENT FINANCIAL SERVICES
36 South Wabash Avenue, suite 1200
Chicago, IL 60603
312.629.6600
312.629.6601 fax
saic.sfs@saic.edu
saic.edu/sfs
sfshelp.saic.edu (Q + A)

facebook.com/SAICsfs
twitter.com/SAIC_SFS

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.