

2018- FINANCIAL AID GUIDE AND

UNDERGRADUATE

FOR MORE INFORMATION
STUDENT FINANCIAL SERVICES
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ABOUT THE SCHOOL OF THE ART INSTITUTE OF CHICAGO

A leader in educating artists, designers, and scholars since 1866, the School of the Art Institute of Chicago (SAIC) offers nationally accredited undergraduate and graduate degrees and post-baccalaureate programs to more than 3,500 students from around the globe. SAIC also provides adults, high school students, and children with the opportunity to flourish in a variety of courses, workshops, certificate programs, and camps through its Continuing Studies program. Located in the heart of Chicago, SAIC has an educational philosophy built upon an interdisciplinary approach to art and design, giving students unparalleled opportunities to develop their creative and critical abilities, while working with renowned faculty who include many of the leading practitioners in their fields. SAIC's resources include the Art Institute of Chicago and its new Modern Wing; numerous special collections and programming venues provide students with exceptional exhibitions, screenings, lectures, and performances. For more information, please visit saic.edu.

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.

Cover Image: Mariela Motilla, State and Randolph, Mixed media, 2016-17.

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An Important Message

WELCOME TO THE STUDENT FINANCIAL SERVICES OFFICE AT SAIC!

The Student Financial Services staff is dedicated to assisting students and their families in financing an education at SAIC. We are here to assist you in the process of obtaining scholarships, grants, loans, and student employment to ensure you are awarded the best possible financial aid package you are eligible to receive.

Each year new and returning students are sent a new financial aid award letter packet. This packet of information should be reviewed as it is designed to assist you in understanding your financial aid package and the next steps needed to secure your financial aid. "To Do" boxes have been included on the pages of this booklet to guide you through various processes. The checklist of next steps on page 2, as well as the "Figure Your Costs" budget worksheet included with this guide, are also available electronically on the SAIC website. The worksheet will assist you in determining your annual budget and the amount of funding you may need to satisfy your payment arrangements in time for you to meet the payment arrangement deadline. Our suggested due date for submitting student loan applications for all loans and credit approvals for Federal Direct PLUS Loans or Private Loans is July 1 for each fall semester and January 1 for each spring semester. Additional information about your award letter and other resources can be found at saic.edu/sfs.

A payment guide regarding billing, tuition, deferred payment plans, and payment methods will be sent during the summer and is listed on our website. Payment in full, or satisfactory payment arrangements which may include additional loan funds or a payment plan, are due August 15 for fall and January 15 for spring.

Our advisors are happy to assist you throughout the financial aid and payment processes. Please feel free to contact or visit the Student Financial Services office for assistance.

We look forward to working with you throughout your career at SAIC.

Sincerely,

Patrick James
Director of Student Financial Services

WELCOME

FALL 2018

- 6/1 Complete Figure Your Costs budgeting worksheet for fall 2018 if not completed
- 7/1 All 2018–19 loan steps must be completed
- 7/6 Health insurance waivers and requests available in SAIC Self-Service
- 7/6 Fall 2018 charges available online
- 7/6 Fall 2018 payment plans available online
- 7/18–20 First fall 2018 bill mailed
- 8/15 Full payment or payment arrangements due for fall 2018
- 8/15 1st payment for payment plan due
- 8/29 First day of fall 2018 classes
- 8/29 Health insurance waivers and requests due
- 10/1 2019–20 FAFSA available online at fafsa.gov

SPRING 2019

- 12/1 Complete Figure Your Costs budgeting worksheet for spring 2019 if not completed
- 1/1 All 2018–19 loan steps must be completed
- 12/18–22 First spring 2019 bill mailed
- 12/16 Health insurance waivers and requests available in SAIC Self-Service
- 12/16 Spring 2019 charges available online
- 12/16 Spring 2019 payment plans available online
- 1/15 Full payment or payment arrangements due for spring 2019
- 1/15 1st payment for payment plan due
- 1/24 First day of spring 2019 classes
- 1/24 Health insurance waivers and requests due

STUDENT FINANCIAL SERVICES

36 South Wabash Avenue, suite 1200
Chicago, IL 60603
312.629.6600
312.629.6601 (fax)

sfshelp.saic.edu (Q+A)
saic.sfs@saic.edu
saic.edu/sfs
saic.edu/sfslivechat
Monday–Friday
9:00 a.m.–4:00 p.m.

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.

Financial Aid Checklist and Instructions

Use this checklist to ensure you have completed all the necessary steps to finance your education.

TASK	DUE DATE	DETAILS
_____ Read your entire financial aid award packet	Upon Receipt	Award Letter, Award Guide and included documents
_____ Review your award letter and confirm that your award matches your actual credit hours enrolled	Upon Enrollment	Award Letter and Award Guide, page 12
_____ Send information and documents for any outside scholarships	Immediately	Send to Student Financial Services, Award Guide, page 5
_____ Complete the "Figure Your Costs" budgeting worksheet	June 1, 2018	Figure Your Costs budgeting worksheet included in your award packet
_____ Notify SAIC Registrar and SFS of Veteran's Benefits, if eligible	June 1, 2018	Award Guide, page 5
_____ Complete Federal Verification steps (for those selected)	June 1, 2018	Award Guide page 3
_____ Complete Federal Direct Stafford loan steps	July 1, 2018	Award Guide, page 6
_____ Complete Federal Direct PLUS loan steps (if needed)	July 1, 2018	Award Guide, page 7, Credit-worthy borrower required
_____ Complete Parent Federal Direct PLUS counseling requirement: Parents approved for a Federal Plus loan, with an endorser or an appeal by the Dept. of Education	Upon Approval	Award Guide, page 7
_____ Complete Private loan steps (if needed)	July 1, 2018	Award Guide, page 8, Credit-worthy borrower required
_____ Run a "Statement of Your Account" and review your balance	July 9, 2018	SAIC Self Service under "Make A Payment"
_____ Review your financial aid online in SAIC Self-Service	July 9, 2018	SAIC Self-Service, "Financial Aid Summary"
_____ Request/Process 529 College Prepaid Plans	July 15, 2018	Award Guide, page 5
_____ Submit a FERPA form to allow SFS to discuss your student account and financial aid with parents/others	August 1, 2018	See details and FERPA form at saic.edu/ferpa
_____ Enroll in SALT, SAIC's Financial Literacy/Loan Management Program	August 15, 2018	saltmoney.org/saic
_____ Complete Fall 2018 Payment or Payment Arrangements	August 15, 2018	All steps required to pay your tuition and fee charges must be completed to confirm your enrollment

SALT — BUDGETING, LOAN MANAGMENT, AND FINANCIAL LITERACY TOOL

SALT™ is a free resource that makes it simple for you to take control of your finances and manage your student loans.

Sign up at saltmoney.org/saic to:

- Track and plan your student loans including your repayment options

- Get free personalized guidance about your student loan from a SALT loan advisor
- Assist you in finding scholarships, internships, and jobs
- Gain know-how that empowers you to be money smart

FAFSA

Free Application for Federal Student Aid SAIC School Code 001753

FAFSA.GOV

Students are encouraged to file the 2018–19 FAFSA as soon as possible to receive maximum consideration for available funds. You will receive a confirmation once your FAFSA application has been processed. Review the information and, if necessary, make corrections online. Use the IRS Data Retrieval option when you fill out your FAFSA to easily and quickly transfer your 2016 federal income tax information.

VERIFICATION

The federal government chooses some FAFSA applications for a process called verification. Through verification, certain data elements listed on the processed FAFSA must be verified by the Student Financial Services office. Students are notified on their processed FAFSA and in their financial aid award packet if they have been selected for verification and what documents or actions are needed. Financial aid will not disburse to your account until verification is completed.

VERIFICATION OF FEDERAL INCOME TAX

INFORMATION: In order to verify your federal income tax data, students and/or parents (if applicable) must choose the IRS Data Retrieval option in the online FAFSA at fafsa.gov. In order to make the IRS Data Retrieval tool available in the FAFSA, the tax return filed question must first be marked as "Already Filed/Completed". If the tax filer is not eligible to use the IRS Data Retrieval option or is unable to successfully use this option, they must then submit an official 2016 IRS tax transcript to Student Financial Services. Tax filers may obtain a PDF copy of their transcript in real-time at IRS.gov or they can order one by calling 1.800.908.9946.

TO DO:

1. File 2018–19 FAFSA.
2. Review and correct FAFSA information if appropriate within five days of receiving your results
3. Provide documentation requested for verification

VERIFICATION OF OTHER INFORMATION: Students chosen for verification must submit specified documents. Students and/or parents (if applicable) may need to complete a Verification Worksheet supplied by the Student Financial Services office or, in some cases, simply certify (sign) informational statements. The specific requirements for the student are listed in SAIC Self-Service on the "To Do List" and are also sent by mail to the student with their award letter or under separate cover.

The verification process must be completed immediately to avoid a delay in processing.

Financial aid (including loans and Federal Work-Study payments) may not be disbursed until this process has been completed. Students who secure Federal Work-Study positions must complete verification before submitting a work authorization.

VERIFICATION DEADLINES: For purposes of the Federal Pell Grant, verification must be completed by September 18, 2019, or 120 days after the last day of the student's enrollment, whichever is earlier. For purposes of FSEOG and the Federal Stafford and PLUS loan programs, verification must be completed before the last day of attendance; for all other types of aid, verification must be completed before June 30, 2019. Students who miss the required deadlines risk losing their eligibility for funds.

MAPPINGXPRESS - SUBMITTING YOUR DOCUMENTS

TO SFS: Safely and securely upload your scanned or electronic documents at saic.edu/mappingxpress.

Further information and options for submitting documents to the Student Financial Services office as well as the SFS Document Policy is located at saic.edu/sfsdocsubmit.

Please do not submit sensitive documents by email. Sensitive documents include those with social security numbers, birthdates or other personally identifiable information.

Grants and Scholarships

saic.edu/sfs

Due to funding constraints, reductions to federal and state funding may occur. SAIC cannot provide additional funding if this should happen.

FEDERAL PELL GRANT

The Federal Pell Grant is a need-based program for undergraduate students who have not earned a bachelor's degree or higher. The Federal Pell Grant award amount is determined by the number of credits for which the student is enrolled and their Estimated Family Contribution (EFC), as calculated by the federal government. You can receive the Federal Pell Grant for no more than 12 full-time semesters or the equivalent.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is awarded to both dependent and independent students with the highest need at SAIC. These are typically undergraduates with an EFC of zero, including those enrolled part time.

ILLINOIS STATE GRANT—MONETARY AWARD PROGRAM (MAP)

NOTE TO ILLINOIS RESIDENTS:

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included on this letter if you have met the eligibility criteria.

The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est)." Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible.

There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you've received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, and you must be at the junior level or above to use more than 75 MPCHs. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs through the ISAC Student Portal at: <https://studentportal.isac.org/MPCH>.

SAIC MERIT SCHOLARSHIPS

SAIC Merit scholarships are awarded during the admission process. Inquiries about the merit process should be directed to the Admissions office at 312.629.6100 or admiss@saic.edu.

SAIC NEED-BASED GRANTS

Need-based SAIC grants are awarded to students who demonstrate need through their FAFSA application. Grants are awarded to students who meet the SAIC awarding requirements and donor-established criteria.

THIRD-PARTY ASSISTANCE

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's 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.

Note: The total of all gift aid (scholarships, grants, etc.) cannot exceed the amount of tuition each semester at SAIC with the exception of the Federal Pell Grant.

OUTSIDE SCHOLARSHIPS

saic.edu/outsidescholarships

SAIC provides helpful information about outside scholarships and scholarship search engines at the website above, including a list of outside scholarships researched by SAIC staff members. Information is also listed regularly on the Student Financial Services Facebook and Twitter pages at facebook.com/SAICsfs and twitter.com/SAIC_SFS.

Students receiving grants, scholarships, or awards from a source other than SAIC must notify the Student Financial Services office of these awards. 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 (529 plans

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 at SAIC before August 15 for the fall semester and January 15 for the spring semester

are not included). 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.

VETERAN'S BENEFITS

saic.edu/sfs

A student who is a veteran of the U.S. military service, or an eligible dependent, may be eligible to receive Veteran Affairs Educational Benefits through a variety of programs including Post 9/11 (Chapter 33), Vocational Rehabilitation, and Yellow Ribbon. The SAIC Registrar is the Certifying Official for SAIC.

All students who are receiving a VA Benefit from any program of the VA education benefit programs should notify the SAIC Registrar and the Student Financial Services VA representative to discuss the process.

529 COLLEGE PLANS

saic.edu/529

A 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. If a student is using a 529 Plan to pay for educational expenses, Student Financial Services should be notified prior to the beginning of the semester. Students should complete the paperwork required to receive funds from their provider four weeks before the payment due date each semester. **Please be sure all information and payments are sent to the Student Financial Services office, attention of the Qualified Education/529 Plan Administrator. Do NOT send to the Bursar's Office to avoid a delay in the processing of these funds. Visit saic.edu/529 for additional instructions and deadlines.**

Student Loans

saic.edu/loans

Due to federal and state legislation, loan terms and conditions are subject to change.

FEDERAL DIRECT STAFFORD LOANS

SAIC participates in the Direct Lending program for Federal Stafford and PLUS Loans. Students need to complete steps at StudentLoans.gov to secure these loans as well as access other important services and information. Annual limits for Federal Direct Stafford Loans are determined by academic level and student need. You can receive the Subsidized Stafford Loan for no more than 12 full-time semesters or the equivalent.

Interest rates on federal student loans are set by Congress and adjust annually on July 1 each year. Interest rates are fixed. For the period July 1, 2017 to June 30, 2018, the Federal Direct Subsidized and Unsubsidized Stafford Loan rate is 4.45%. For all loans, an origination fee of approximately 1% is deducted by the federal government before disbursement. Subsidized Stafford Loans begin accruing interest after the student drops below half-time enrollment or graduates. Unsubsidized Stafford Loans begin accruing interest upon disbursement and must be paid quarterly, though this amount can be

TO DO:

1. Complete an online entrance counseling session at StudentLoans.gov
2. Complete a Federal Direct Stafford Master Promissory Note at StudentLoans.gov
3. Complete Financial Aid Awareness Counseling at StudentLoans.gov

added to the principal of the loan. For both types of loans, repayment begins six months after the student drops below half-time enrollment or graduates. Additional information including 2018-19 interest rates (when they become available) can be found at StudentAid.gov. To accept your Federal Direct Stafford Loans, please complete the "To Do" steps located in the box at the top of this page.

FEDERAL DIRECT STAFFORD LOAN EXIT INFORMATION

saic.edu/loancounseling

Per federal regulations, students who have borrowed Federal Stafford loans must complete an online Federal Direct Exit Counseling Session when they withdraw, cease to attend on at least a half-time basis or graduate/complete their program of study. This should be completed at StudentLoans.gov. Completing the required online Federal Direct Exit Counseling Session does not put a student into repayment.

MAXIMUM FEDERAL DIRECT STAFFORD LOAN AMOUNTS (PER YEAR)

	CREDITS EARNED	SUBSIDIZED/UNSUBSIDIZED DEPENDENT/INDEPENDENT	ADDITIONAL UNSUBSIDIZED DEPENDENT**	ADDITIONAL UNSUBSIDIZED INDEPENDENT
FRESHMAN	(0–29)	\$3,500	\$2,000	\$6,000
SOPHOMORE	(30–59)	\$4,500	\$2,000	\$6,000
JUNIOR & SENIOR	(60+)	\$5,500	\$2,000	\$7,000
POST-BACCALAUREATE		\$5,500	NA	\$7,000

Please note: All students have a total or aggregate limit for borrowing Federal Direct Stafford Loans over the course of their entire education.

FEDERAL DIRECT STAFFORD AGGREGATE LOAN LIMITS

Dependent Undergraduate Student	\$31,000 (no more than \$23,000 of which can be subsidized)
Independent Undergraduate Student or Dependent Student Whose Parent is ineligible for PLUS	\$57,500 (no more than \$23,000 of which can be subsidized)

**If a parent is denied a Federal Direct PLUS Loan, SAIC can award an additional unsubsidized loan. For freshman and sophomore students, this eligibility is \$4,000 and for junior and senior students it is \$5,000. See page 8 for more information on Federal Direct PLUS Loans.

Additional Loans

saic.edu/loans

TO DO:

1. Complete a Federal Direct PLUS Loan Request at StudentLoans.gov
2. If credit is approved, complete an online Federal Direct PLUS Loan Master Promissory Note at StudentLoans.gov

FEDERAL DIRECT PLUS LOAN

CREDIT APPROVAL REQUIRED

The Federal Direct PLUS Loan has a fixed interest rate that is determined each award year beginning July 1. The 2018–19 rate is not available at the time this publication went to print; however, the 2017–18 interest rate was set at 7.00%. It is available to creditworthy parents (biological, adoptive, or step-parent) of dependent undergraduate students. Post-Baccalaureate students are not eligible for the Federal Direct PLUS Loan.

Repayment begins 60 days after the loan is disbursed. An origination fee of approximately 4% is deducted by the federal government before disbursement. Borrowers may borrow up to the student's estimated cost of attendance minus any other aid.

Once a Federal Direct PLUS Loan Request is completed at StudentLoans.gov, a credit check will be run and, in most cases, provide you with an immediate credit decision.

Because there is a credit approval required for Federal Direct PLUS Loans, SAIC recommends that all applicants complete the loan process to determine their eligibility to borrow through the Federal Direct Loan program no later than the dates listed below:

July 1	Fall
January 1	Spring
May 1	Summer

PLUS Denial Options — If you have adverse credit history and have been denied a PLUS Loan, you may still receive a Federal Direct PLUS Loan by obtaining an endorser who does not have adverse credit history or documenting to the U.S. Department of Education extenuating circumstances relating to your adverse credit history. **Parent borrowers who have been denied and are later approved through these options are required to complete a Federal Direct PLUS counseling session online at StudentLoans.gov.** If you are a parent borrower, the endorser cannot be the child on whose behalf you are borrowing. Borrowers who choose to appeal the credit decision are encouraged to call the Direct Loan Support Center at 800.557.7394 as simple credit issues may be able to be resolved immediately by telephone.

PARENT PLUS DENIALS — ADDITIONAL FEDERAL DIRECT STAFFORD ELIGIBILITY

If a parent is denied a PLUS Loan due to adverse credit history, SAIC will automatically award the dependent student an additional Federal Direct Unsubsidized Stafford Loan of \$4,000 for freshmen and sophomores and \$5,000 for juniors and seniors according to federal regulations.

PRIVATE (OR ALTERNATIVE) EDUCATION LOANS

CREDIT APPROVAL REQUIRED

Private education loans are offered by private lenders and are available to students to assist with their educational and living expenses after federal loans have been exhausted. These loans are credit-based and should only be used as a final funding option. Most students need a creditworthy co-signer. The creditworthiness of the co-signer may affect the interest rate of the loan.

Like the Federal Direct PLUS Loan listed earlier, there is a credit approval required for private loans. SAIC recommends that all applicants complete the loan process to determine their eligibility to borrow through a private loan program no later than the dates listed in the next column.

LOAN STEP COMPLETION DEADLINES

July 1	Fall
January 1	Spring
May 1	Summer

SEARCHING FOR A PRIVATE LENDER

Students can research lenders for their best possible private loan options by contacting them or searching the Internet. Students may find the website *finaid.org* helpful in understanding the loan process. This website is informational only and is not endorsed by SAIC.

LOAN REPAYMENT

saic.edu/studentloanrepayment

Loan repayment is an important part of a student's life after graduation. There are a variety of different loan repayment programs to fit your circumstances as well as loan deferment and loan forgiveness options. You will want to familiarize yourself with this information at SAIC's loan repayment website above. Also, be sure to utilize our free student loan counselors at our financial literacy and loan management partner, SALT at saltmoney.org/saic if you have any questions before or during repayment.

Student Loan Quick Steps

saic.edu/loans

FEDERAL DIRECT STAFFORD LOAN

1. Complete Entrance Loan Counseling session at *StudentLoans.gov*
2. Complete Federal Direct Stafford Master Promissory Note at *StudentLoans.gov*
3. Complete Financial Aid Awareness Counseling at *StudentLoans.gov*

FEDERAL DIRECT PLUS LOAN

CREDIT APPROVAL REQUIRED

For parents of dependent students.

1. Request a Federal Direct PLUS Loan at *StudentLoans.gov*
2. If credit is approved, complete an online Federal Direct PLUS Loan Master Promissory Note at *StudentLoans.gov*

PRIVATE LOAN

CREDIT APPROVAL REQUIRED

1. Determine a Private Lender of your choice
2. Complete required steps as instructed by your lender. A co-signer is required in most cases.

Notification of Disbursement

saic.edu/disbursements

For those students who have completed eligibility requirements, Federal Direct Stafford, PLUS and Private loans begin disbursing approximately 10 calendar days before each semester begins. Grants and scholarship begin disbursing approximately one week after all add-drop sessions of each semester are complete and attendance is confirmed. A detailed disbursement calendar is available at the website above.

Student Employment

saic.edu/careers

The Career and Professional Experience (CAPX) office assists students in their search for employment. CAPX maintains an online database called SAIC Launch—On Campus, that lists available on-campus student employment jobs and can be accessed through the SAIC website. CAPX may be reached by phone at 312.499.4130 or email at careers@saic.edu and is located at 116 S. Michigan Ave., suite 1400.

Jobs are competitive and filled based on the needs of each department. **Jobs and earnings are not guaranteed.** Students must complete all necessary payroll documents by the third day of employment in an on-campus department in order to meet federal employment regulations. Students are paid bi-weekly and earn at least federal minimum wage. Additional information and documents are available on the SAIC website.

TO DO:

1. Review your award letter to see if you have Federal Work-Study eligibility
2. Access SAIC Launch for on-campus jobs and SAIC Compass for off-campus jobs and internships on the CAPX website at saic.edu/careers

FEDERAL WORK-STUDY PROGRAM (FWS)

The Federal Work-Study program provides students the opportunity to earn money for their education. Undergraduate students may work part-time (typically, no more than 20 hours per week is advised). The amount of the award is dependent on the student's need according to the FAFSA and available funding through SAIC. FWS eligibility is reflected on a student's award letter. An Earning Eligibility Report can be requested by a student in Self-Service. Students are responsible for securing employment and can use the services available in CAPX to assist them in their search for FWS positions. FWS eligibility is required to work most jobs during the fall and spring semesters, but not for summer or winter semesters. International students are not required to have FWS eligibility.

SAIC INSTITUTIONAL EMPLOYMENT

The SAIC Institutional Employment program is available to international students, students participating in the SAIC Internship Program, and students hired to fill a limited number of highly specialized positions. Much like the FWS program, students work to earn money for their education. Undergraduate students employed through the institutional employment program work part-time (typically, no more than 20 hours per week is advised).

Re-evaluating Your Financial Aid

saic.edu/reevaluateyouraid

If your family's finances change after filing the FAFSA and receiving a 2018–19 award letter, you should contact the Student Financial Services Office to discuss how your aid package may be affected. Examples of changes may include loss of employment, loss of untaxed income, separation, divorce, death, or if you feel there was important information about your situation that you were unable to provide on the FAFSA. Please contact a Student Financial Services Advisor to discuss your next steps.

A tip to parents or those assisting with financial aid and payments We suggest that your student set up email forwarding to your email in their SAIC email account so that you also receive copies of any communications sent from our office at saic.sfs@saic.edu. You may wish to do this with other SAIC department emails as well. Outreach regarding payment and deadlines are sent only to the student's saic.edu email.

TODO:

1. Notify the Student Financial Services Office if there are changes to your family's financial situation
2. Log into SAIC Self-Service to view your student account, financial aid, print a statement, access CASHNet and request a refund or advance.

Accessing SAIC Self-Service

saic.edu/selfservice

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 the "Finances" section to request your Statement of Account (please be sure to do so after July 6, to view your financial aid and account activity, access CASHNet**, and request a refund advance)

* If you need assistance logging into SAIC Self-Service, go to password.artic.edu or contact the CRIT department by telephone at 312.345.3535 or email at crithelpdesk@saic.edu

** 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 to allow them to make payments on their behalf.

Financial Aid Satisfactory Academic Progress (FASAP) Policy

saic.edu/fasap

Students must meet satisfactory progress requirements as defined by federal regulations. Students can learn about the SAIC FASAP policy at saic.edu/fasap. The information listed there will help students learn how to maintain their financial aid eligibility according to the SAIC FASAP policy.

FASAP looks at two factors: whether the student is in good standing and the student's pace of completion. FASAP will be measured three times a year, after the completion of the Fall, Spring and Summer semesters.

- Undergraduate students must complete 2/3 of all attempted credits, cumulatively.
- The FASAP Policy is separate from the Academic Satisfactory Progress Policy and the Merit Scholarship Satisfactory Progress Policy.

Financial Aid Adjustments Based on Enrollment

saic.edu/adjustingyouraidforenrollment

Your initial award package is calculated based on the standard number of credit hours required for your degree or certificate program. This is reflected on your award letter and in SAIC Self-Service under the "View Scheduled Disbursements" section of the Award Summary.

- You should submit an Early Aid Adjustment form, available at saic.edu/fa_adjust, as soon as possible, if your actual enrolled credit hours will be different than the credit hours listed on your award letter or in SAIC Self-Service.
- After the add/drop period, financial aid packages are adjusted based upon actual enrollment for the semester for those students who did not submit an Early Aid Adjustment form.
- Financial aid will be disbursed to your account once aid has been adjusted, if necessary, and your financial aid file is complete.

FIGURE YOUR COSTS BUDGETING WORKSHEET

This electronic budget worksheet will help you calculate your cost and final balance.

It is available online at saic.edu/fyc.

TO DO:

1. Notify the Student Financial Services Office if your enrollment is different than that listed on your award letter
2. Sign up for eRefund through CASHNet in SAIC Self-Service
3. Complete a "Figure Your Costs" budgeting worksheet to ensure you have enough financial aid to finance your education. You may need to secure additional funding such as a Federal Direct PLUS loan or a Private loan. Both require a credit-worthy borrower.

Refunds and Financial Aid Advances

saic.edu/payment

- If, after final adjustments at the end of the add/drop period, you have a credit balance remaining on your student 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 due to the disbursement of alternative or federal loans.
- If you anticipate having a credit balance during the first few weeks of the semester, you are eligible to receive 50% of your anticipated balance up to \$1,000. You may request an advance through SAIC Self-Service up to 2 weeks before each semester.
- 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.
- Credit balances resulting from payments to the student account are held over from semester to semester until the end of the year but may be refunded upon written request.

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. CASHNet is SAIC's online payment and refund system.