You're Almost Here

Final Steps

Kevin A. Brown,
Associate Director of Student Financial Services
This webinar is being recorded and will be available on the SAIC website and emailed to any individual who registered for it.
Activate ARTIC Account

Congratulations on being admitted to the nation's most influential art and design school!

Now, if not already done... Activate your ARTIC Online Account:

In order to view financial aid, review billing information, make online deposits, and view your to-do list you will need to activate your ARTIC account. This account will also provide you with access to your SAIC email, the student portal, online self-services, library databases, and much more!

Please note that you will need your SAIC ID number (included in your admission letter) in order to complete this process.
Activate your ARTIC Online Account (Cont.)

Activate your account by visiting password.artic.edu. You will be asked for:

- Your 7-digit SAIC ID Number (included on your admission letter)
- Your birthday

Your login is automatically assigned, but you will create your own password. Passwords must be alphanumerical and at least 6 characters.

Once you have activated your account, visit saic.edu/students to access Self-Service and your SAIC Email through Google Apps.

For more information about your ARTIC account, visit the help desk website or contact Technical Support at 312.345.3535 or helpdesk@artic.edu.
Authorized User

Setting up an Authorized User in CASHNet

Enroll others (parents, guardians, spouses, etc.) as authorized users so that they may also access CASHNet to make payments on the student behalf.

Log into SAIC Self-Service (saic.edu/selfservice) and go to the finances section to go to CASHNet.

To set up an authorized user account in CASHNet, go to “Authorized Users” and click “Add New”. Follow the instructions on the screen to complete the authorized user registration.

You will need to share with your authorized user:
• Authorized User Name
• Password
• Web link: commerce.cashnet.com/saicpay

Authorized users have direct access to CASHNet, and do not use SAIC Self-Service.
On some occasions, a student may wish to give SAIC permission to share information from his or her education records with specific individuals. For example, it is often beneficial to the student for SAIC staff and faculty to be able to discuss student information with a parent, guardian, spouse or other support person.

You may, at your discretion, give SAIC faculty and staff permission to release personally identifiable information to a third party (e.g. a parent/guardian, emergency contact, spouse, or potential employer) by providing written consent.

You may use the Student Authorization to Release Information Form. Please return the completed form to the Director of Registration and Records. By completing and returning this form, you consent to SAIC’s disclosure of information from your student records to the person that you designate on the form.

Search “FERPA” on the SAIC website.
Some students might still need to submit additional information or need to complete additional steps to officially award financial aid for 2020-21.

SAIC Student Financial Services will reach out to students if you still need to complete some additional steps.

How... by Email, Phone, and Postal Mail

Please respond ASAP!
Students receiving **Federal Student Aid** will receive their 2020-21 Financial Aid Award Letter in this large **blue envelope**; mailed to the student’s **home** mailing address.

2020-21 Financial Aid Award is also available on **SAIC Self-Service**
Your Financial Aid Award Packet

The Financial Aid Award Packet Includes:

• 2020-21 Financial Aid Award Letter (includes Fall 2020 & Spring 2021)
• 2020-21 Financial Aid Award Guide and Instructions Booklet
• 2020-21 Figure Your Cost Worksheet (Graduate or Post-Bacc)
• Missing Information Letter (if required)
• Federal Verification Worksheets (if required)
• Family Educational Rights and Privacy Act (FERPA) Form
• Want Help? Make an Appointment Flyer

All of these are also emailed to the student within the Financial Aid Award Notification email.
The Financial Aid Award Guide Includes:

- Grants & Scholarship – Pg. 4
- Student Stafford Loans – Pg. 6 & 9
  *(Stafford Loan Steps must be completed by student)*
- Additional Loans – Pg. 7 - 9
  *(Loan Steps must be completed for additional loans)*
- Student Employment – Pg. 10
- Refunds & Advances – Pg. 13
- And more helpful information.
- Please **READ** it and complete steps.
Your First Bill / Invoice

Please be sure to read and follow the helpful instructions located in your 2020-21 Payment Information Guide and Instructions booklet that was emailed to the students. “2020-21 Payment Guide and Checklist”

Also available at: saic.edu/payment/

Under “Quicklinks”
Your First Bill / Invoice

- Fall 2020 charges available on SAIC Self-Service – August 6th.
- First Fall 2020 Bill / Invoice mailed – beginning August 10th.
  - Sent to the student’s Billing Address.
  - Home Mailing Address (If no billing address is provided by the student on Self-Service)
- Please review your invoice for accuracy:
  - Are all your charges included?
    - On-Campus Housing, Meal Plan, Health Insurance?
    - Does your Enrolled Credit Hours that your Financial Aid is calculated on match your actual enrollment? How to know for sure? See your Bill/Invoice.
  - Example... Next Slide...
The **Anticipated “Awarded” amount** needs to match your “**true enrollment**”.

If these two number are **different**, we need to make them match!

Your Bill/Invoice is **NOT accurate** if these **do not match**!
At SAIC, tuition (cost of attendance) and financial aid are calculated per credit hour and students have the flexibility to choose their own enrollment at any given semester.

Therefore, if you decide to enroll in something other than the standard credit hour enrollment for your program, (which your initial Financial Aid Award is based on), your financial aid will need to be adjusted to reflect your new intended credit hour enrollment.

This will ensure more accurate invoices and statements.
If a student would like to receive an estimate of what their Financial Award might be at a specific credit hours enrollment, that student may submit a **Financial Aid Estimate Request** and select “I am thinking about it. Please send me an estimate”. Once the estimate request is submitted, the student will receive a Financial Aid Estimate within 48 hours by way of their SAIC email address.
Requesting an Adjustment

If the student is officially adjusting their credit hours enrollment, a student must submit a Financial Aid Adjustment Request and select “Yes. Please officially adjust my aid in Self-Service”. Once the adjustment request is submitted, the student will receive a confirmation within 48 hours by way of their SAIC email address informing them that their Financial Aid has been adjusted to match their intended enrollment. The student can then review their adjusted Financial Aid on Self-Service.
FA Estimate/Adjustment Request

Both the Estimate and Adjustment Request Form can be found at:

saic.edu/faforms

Under...

- 2020-21 Forms and Guides
- Applying for Financial Aid
- Financial Aid Estimate or Actual Adjustment Request
Health Insurance

- Health insurance coverage is required and charged to all full-time domestic and all international students. $1,210 per Semester.

- Students who have comparable coverage and wish to waive SAIC's insurance must submit an online waiver by September 2nd.

- A reminder email was sent to the student’s SAIC email address. “SAIC's Student Health Insurance Plan for 2020–21”

- If you wish to accept SAIC's coverage you need not do anything

- Visit saic.edu/healthinsurance for more information.
For the **fall 2020 term**, the Chicago Transit Authority (CTA) will allow eligible students—those who are registered as full-time—to **opt in or out of the U-Pass program for the fall**. To opt in or out of the fall U-Pass, you must respond to the official email sent to your SAIC email address.

- **Subject:** “CTA Fall U-Pass Information”

If we do not receive your response by **September 15**, then your CTA fall U-Pass will not be activated, and you will not be charged.
Payment Arrangements

Payment in full or payment arrangements must be completed by:

- **August 28\(^{\text{th}}\)** for Fall 2020
- **January 15\(^{\text{th}}\)** for Spring 2021

*Completed Payment Arrangements* are any combination of the following that cover the entire balance due for the semester:

- Payments:
  - ✓ Credit Card/Debit Card (*2.75% fee on amount charged*) or Automated Check Handling (ACH/Electronic Check) (*No fee*) via **CASHNet**
  - ✓ Paper check, cashier check or money order submitted to the **SAIC Bursar**
- Enrollment in a Payment Plan via CASHNet (Auto-Pay option available)
- 529 College Plans, Outside Scholarships, AmeriCorps and/or Veteran’s Benefits
- All loan steps completed for Federal Direct Stafford, PLUS or Private Loan
Payment Plans - Available in July (via CASHNet)

- Four (4) month semester payment plans are available for each Fall and Spring. Three (3) month semester payment plan for Summer.
- Payments are due the 15\textsuperscript{th} of each month... except for the first Fall 2020 First Payment Plan Date – That begins on starting August 28\textsuperscript{th} for Fall, with subsequent payments due on Sept 15\textsuperscript{th}, October 15\textsuperscript{th}, and November 15\textsuperscript{th}.
- $50 Enrollment Fee per semester
- Auto-Pay is available
- Must re-enroll for Payment Plans and Auto-Pay each semester (separate steps)
Payment Arrangements

Use of 529’s, Outside Scholarships, V.A. Benefits

• Please include the Student’s Name and SAIC ID#.
• College Savings Plans (529s) – Send to the Office Student Financial Services
• Outside Scholarships – Send to the Office Student Financial Services

School of the Art Institute of Chicago
Student Financial Services Office
Attn: 529 Administrator or Outside Scholarship Administrator
36 S. Wabash Ave., suite 1200
Chicago IL 60603

• V.A. Benefits – Inform SAIC Registrar to begin process. saic.registrar@saic.edu.

Follow instructions on Pages 4 & 5 in the 2020-21 Financial Aid Award Guide (Included in the Financial Aid Award Packet) and at saic.edu/fafoms.
Payment Arrangements

Other Forms of Payment

Payments can be made:

**In Person:**
School of the Art Institute of Chicago
Bursar's Office
37 S. Wabash Ave., suite 245, Chicago IL 60603

**By Mail:**
School of the Art Institute of Chicago
Bursar's Office
37 S. Wabash Ave., suite 245, Chicago IL 60603

**Via Wire Transfer:**
Our wire transfer details and instructions at [saic.edu/wiretransfer](http://saic.edu/wiretransfer)

IMPORTANT: Please be sure to include student name and ID# to ensure that the funds will be applied to the proper account.
Complete Loan Steps

Secure all loans

• Federal Direct Stafford Loan
• Federal Direct Graduate PLUS Loan
  ✓ Not Available to Post-Bacc
  ✓ Credit Based
• Private/Alternative Educational Loans
  ✓ Credit Based
Federal Stafford Loan

Direct Stafford Loan Acceptance

- **StudentLoans.gov**
  - (Needs to be completed only one-time while at SAIC)
  - Complete number 1 & 2 below
  - Students will need to use their FSA ID to complete.

1. Complete an online Entrance Counseling Session

2. Complete a Federal Direct Stafford Master Promissory Note

3. **Complete Financial Aid Awareness Counseling (Optional)**

Page 6 & 9 in 2020-21 Financial Aid Award Guide and Instructions Booklet
Federal Direct Graduate PLUS Loan Application

- Credit Approval Required.
- Not Available to Post-Bacc Students
- Students need their FSA ID to complete PLUS Loan Application
- Apply NOW to ensure you can secure the loan.

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 (eMPN) at Studentloans.gov.

Page 7 & 9 in 2020-21 Financial Aid Award Guide and Instructions Booklet
Federal Direct Graduate PLUS Loan Application – Continued

• **Loan Terms** - Request for the **Full Academic Year** you will be attendance.
  - 8/2020 – 5/2021 (Fall 2020 – Spring 2021)

• **Loan Amount** – Request **Maximum** Amount

• You can always reduce the amount of the loan if you need to before the loan disburses each semester by emailing saic.sfs@saic.edu
Federal Direct Graduate PLUS Loan Application – Continued

If you are denied a Federal Direct PLUS Loan, you may obtain an endorser or submit an appeal to the Department of Education.

Appeal over the phone
Call Direct Loan Servicing at 1-800-557-7394
Private Educational Loans

• Credit Approval **Required**
  
  ✓ Determine a Private Lender of your choice.
  
  ✓ [finaid.org/loans/privatestudentloans](http://finaid.org/loans/privatestudentloans)  (*List to consider*)
  
  ✓ Complete required steps as instructed by your lender.
  
  ☐ Sometimes a co-signer is required.

• Apply by **NOW** to ensure you can secure the loan!

• **Loan Terms** - Request for the [Full Academic Year](http://example.com) you will be attendance.
  
  • 8/2020 – 5/2021 (Fall 2020 – Spring 2021)

*Page 8 & 9 in Financial Aid Award Guide and Instructions Booklet*
Federal-Work Study

• Awarded by the U.S. Department of Education (DOE) based on the results of the 2020-21 FAFSA submitted by the student.

• Not all student are eligible to receive Federal Work-Study (FWS).

• More SAIC Students are awarded FWS by DOE then we have available jobs at SAIC.

• Most jobs are reserved for FWS eligible students only.

• SAIC can not ensure employment.

• T.A. Positions do not fall under FWS. Paid directly by SAIC.

• Students can decline their FWS in order to increase eligibility for PLUS Loans or Private Educational Loans. Students can email saic.sfs@saic.edu
Federal Work Study

Career and Professional Experience Office (CAPX)

Most on-campus jobs during the fall and spring semesters are reserved for students with Work-Study earning eligibility and international students.

Check job listings on HANDSHAKE (Job Board) and contact departments directly about job opportunities.

Student’s will received an email with an 2020-21 Student Employment Guide attached very soon. Please keep an eye out for it!
Refunds Request and Advances (Beginning August 15th)

Advances are available before the semester begins for students who are expecting a refund from their financial aid. Advances are processed for 50% of their anticipated credit balance up to $1,000.

Advances are available to students who:

- Have completed the necessary financial aid acceptance steps to receive funds (including loan funds if applicable)
- Arranged for enough financial aid that is above the balance due on their student account for the semester
Submit a "Financial Aid Advance Request" by:

- logging into SAIC Self-Service at saic.edu/selfservice
- click “Other Services”... then “Advance Request”

Students will be notified through their SAIC email address of their processing status.

Students should enroll for eRefund* in CASHNet to have advances and refunds directly deposited into their bank account. Enroll in eRefund by logging into SAIC Self-Service and clicking on the CASHNet link.

Follow instructions on Page 13 in the 2020-21 Financial Aid Award Guide
Look for Outside Scholarships

- Employers
- Local Originations
- Internet Searches
- www.fastweb.com
- www.saic.edu/outsidescholarships

- Remember to inform the Student Financial Services Office ASAP if you receive an Outside Scholarship.
- saic.sfs@saic.edu
Contact Us

SAIC Student Financial Services
We are here to help you!

Email: saic.sfs@saic.edu
Phone: 312.629.6600
Fax: 312.629.6601
Website: saic.edu/SFS
Forms: saic.edu/faforms
facebook: www.facebook.com/SAICsfs
twitter: twitter.com/SAIC_SFS

We routinely post helpful resources, friendly reminders, and outside scholarships we have been made aware of.