

PAYMENT GUIDE AND INSTRUCTIONS



2021-22



Student  
Financial  
Services



# STUDENT FINANCIAL SERVICES IS DEDICATED TO HELPING YOU THROUGH THE PROCESS OF FINANCING YOUR EDUCATION AT SAIC.

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SAIC has provided you with multiple ways to manage your payments and we encourage you to contact us at any time with any questions or concerns.

## SELF-SERVICE

### STATEMENT OF ACCOUNT, VIEW STUDENT ACCOUNT ACTIVITY AND REQUEST AN ADVANCE ON AN EXPECTED REFUND

Step A. Sign into **Self-Service** at [saic.edu/selfservice](http://saic.edu/selfservice).

Step B. Click on **"Student Homepage"** in the top center of the page.

Step C. View your financial aid in the "Financial Aid" section, and go to the "Financial Account" section to request your own Statement of Account (after **July 7** for Fall 2021), access CASHNet\* and submit a request for an advance on an expected refund before classes have started.

- *For family members who do not have access to Self-Service but need access to CASHNet, students can set up a Payer account for others to make payments on their behalf. See page 2 for instructions on setting up a Payer.*
- *If you need assistance logging into Self-Service, go to [password.artic.edu](http://password.artic.edu) or contact the CRIT department by telephone at 312-345-3535 or email at [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu).*

## TIPS FOR PARENTS

**IMPORTANT!** Ask your student to set up their SAIC email account with automatic forwarding for all emails from [saic.sfs@saic.edu](mailto:saic.sfs@saic.edu) to be sent to your parent email address:

**Add Parent Email Address For Forwarding and Confirmation. 1)** In the student's SAIC Gmail account, go to > Settings > See All Settings > Forwarding and POP/IMAP > Add Forwarding Address (button). **2)** Add the parent email address that you want SFS emails to be forwarded to and click "Next." An email will be sent from the Art Institute of Chicago Team with the subject: Art Institute of Chicago Forwarding Confirmation, with a confirmation link that the parent will need to click to confirm. **Set Up Filter: 3)** Select which emails to forward by creating a filter. Click the "Filters and Blocked Addresses" tab at the top of the page, then select "Create a new filter." Add [saic.sfs@saic.edu](mailto:saic.sfs@saic.edu) in the "From" field and click "Create Filter." You will then be able to select which email address to forward these messages to. On the next panel, click "Forward it to:" and choose the email address from the drop down. Then click "Create Filter."

- **Communications:** The tuition and fees account and financial aid (if applicable) are legally the student's. Communications are directed to the student's SAIC email address and their telephone numbers. Ask your student to share all applicable communications with you.
- **Statement of Account:** Students can request these in Self-Service at any time. The request sends a PDF statement of transactions for the last 365 days with the current balance and anticipated financial aid to the student's SAIC email. It looks much like the monthly invoices.
- **CASHNet:** Ask your student to set you up as a Payer. You can view monthly eBills, past CASHNet payments, account balances and access annual 1098-T tax forms (if eligible) without needing to log into 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](http://saic.edu/ferpa).

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## 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](http://saic.edu/sfs) | [saic.force.com/sfshelp](http://saic.force.com/sfshelp) (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.

# FERPA

## (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

[saic.edu/ferpa](http://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](http://saic.edu/ferpa). By completing and returning this form, you consent to SAIC's disclosure of information from your student financial records and any other education records to the person who you designate.

# GO GREEN!

## OPT OUT OF PAPER BILLS!

[saic.edu/selfservice](http://saic.edu/selfservice)

Log into Self-Service > Student Homepage > Other Services > Billing Preferences

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### 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.

# BILLS AND STATEMENTS

[saic.edu/billing](http://saic.edu/billing)

The first tuition and fees bill for each semester will be mailed to students. Monthly electronic bills (eBills) are posted electronically each month in CASHNet, our online payment partner.

Students and Payers are notified when monthly electronic bills (eBills) are posted in CASHNet by email. Paper bills are mailed to the student's billing address as listed in Self-Service. Students are strongly encouraged to opt out of receiving a paper bill in Self-Service to support SAIC's Go Green initiative. 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. Current students may electronically request a statement of their tuition and fees account in Self-Service 24/7.

# PAYMENT DUE DATES AND RESPONSIBILITIES

[saic.edu/payment](http://saic.edu/payment)

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

Students are expected to monitor their student account, be current on payment of their balance, and maintain current mailing/email addresses and telephone numbers in Self-Service.

# WAYS TO MAKE A PAYMENT

[saic.edu/payment](http://saic.edu/payment)

## PERSONAL CHECK, MONEY ORDER

(MADE PAYABLE IN U.S. CURRENCY, DRAWN ON A U.S. BANK)

### 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.

## INTERNATIONAL PAYMENTS

### WIRE TRANSFERS, CREDIT CARD, AUTOMATED CHECK HANDLING (ACH)

- » In CASHNet via Self-Service
- » Service fee charged for credit card payments
- » No fee charged for ACH payments or wire transfers
- » Students should set up a Payer in CASHNet to allow others to make a payment and check their account balance\*
- » Wire transfer instructions are available at [saic.edu/wiretransfer](http://saic.edu/wiretransfer)

### TUITION AND FEE PAYMENT PLAN

[saic.edu/paymentplans](http://saic.edu/paymentplans)

- » Full payments due can be deferred by enrolling in a payment plan by the semester due date
- » Interest-free tuition and fees payment plan is available in CASHNet via Self-Service (\$50 enrollment fee per semester)
- » Payment plans for each fall or spring semester consist of four payments due monthly
- » Enroll in Auto-Pay for automatic account deductions
- » \$40 late fee for each missed or incomplete payment

#### \*In CASHNet

Students log into Self-Service > Student Homepage > Financial Account > CASHNet > My Account > Payers. After setting up the new Payer, students will need to share the Payer Name, Password, and the web link: [commerce.cashnet.com/saicpay](http://commerce.cashnet.com/saicpay). Payers have direct access to CASHNet, and do not use Self-Service to access CASHNet.

# TUITION AND FEES

## TUITION

**UNDERGRADUATE STUDENTS** \$ 1,740  
PER CREDIT HOUR

**POST-BACCALAUREATE STUDENTS** \$ 1,740  
PER CREDIT HOUR

**GRADUATE STUDENTS** \$ 1,798  
PER CREDIT HOUR

## HOUSING CHARGES

162 NORTH STATE STREET RESIDENCES, JONES HALL, THE BUCKINGHAM AND INFINITE CHICAGO

**PREPAYMENT HOUSING DEPOSIT** \$ 550

**MEAL PLAN - New Students** \$ 850 PER SEMESTER  
\$ 1,700 FOR THE YEAR

**MEAL PLAN - Returning Students** \$ 575 PER SEMESTER  
\$ 1,150 FOR THE YEAR

**TRIPLE ROOM** \$ 5,100 PER SEMESTER  
(162 N. STATE ST ONLY) \$ 10,200 FOR THE YEAR

**SHARED ROOM IN SHARED APT.** \$ 5,400 PER SEMESTER  
(BUCKINGHAM ONLY) \$ 10,800 FOR THE YEAR

**DOUBLE ROOM** \$ 6,750 PER SEMESTER  
(JONES HALL & 162 N. STATE ST) \$ 13,500 FOR THE YEAR

**PRIVATE ROOM IN SHARED APT.** \$ 7,450 PER SEMESTER  
(BUCKINGHAM ONLY) \$ 14,900 FOR THE YEAR

**SMALL SINGLE ROOM** \$ 7,850 PER SEMESTER  
(JONES HALL ONLY) \$ 15,700 FOR THE YEAR

**SINGLE ROOM** \$ 9,000 PER SEMESTER  
(JONES HALL & 162 N. STATE ST) \$ 18,000 FOR THE YEAR



Chaeyoung (Abby) Kwon, *Untitled (Neither Here Nor There)*, 2020

# TAX BENEFITS FOR EDUCATION 1098-T FORM

[saic.edu/1098t](http://saic.edu/1098t)

The federal tax code includes a number of provisions designed to reduce or partially offset the costs of higher education for students and families. For those who are eligible, the 1098-T is available online in CASHNet each year on or before January 31.

Helpful information on the internet regarding Tax Benefits for Education can be found at:

- » [saic.edu/1098t](http://saic.edu/1098t)
- » [irs.gov/credits-deductions/individuals/education-credits-questions-and-answers](http://irs.gov/credits-deductions/individuals/education-credits-questions-and-answers)
- » [irs.gov/credits-deductions-for-individuals](http://irs.gov/credits-deductions-for-individuals)

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

## OTHER FEES

<b>HEALTH INSURANCE FEE</b>	\$ 1,270	PER SEMESTER
(MAY BE WAIVED IF QUALIFICATIONS MET)	\$ 2,540	FOR THE YEAR
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<b>UPASS FEE</b>	\$ 155	PER SEMESTER
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<b>UPASS VENTRA CARD FEE</b>	\$ 5	ONE TIME FEE
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<b>TECHNOLOGY FEE</b>	\$ 325	PER SEMESTER
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<b>NEW STUDENT ORIENTATION FEE</b>	\$ 200	PER STUDENT
(UNDERGRADUATE)		
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<b>ARTICARD REPLACEMENT FEE</b>	\$ 20	
(LOST/STOLEN)		
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<b>ARTICARD REPLACEMENT FEE</b>	\$ 5	
(DAMAGED)		
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<b>LATE REGISTRATION FEE</b>	\$ 300	
PER OCCURRENCE OF A SCHEDULE		
ADDITION AFTER THE END OF THE		
ADD/DROP PERIOD FOR THE SEMESTER		
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<b>COMPLETE WITHDRAWAL FEE</b>	\$ 100	
FOR THOSE WITHDRAWING FROM ALL		
COURSES DURING THE WITHDRAWAL PERIOD		
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<b>NO PAYMENT ARRANGEMENT FEE</b>	\$ 150	
FOR FAILURE TO ESTABLISH PAYMENT		
ARRANGES DURING THE WITHDRAWAL PERIOD		
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<b>PAYMENT PLAN LATE FEE</b>	\$ 40	PER PAYMENT



# INFORMATION FOR STUDENTS RECEIVING 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 outside 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 outside scholarships, college savings plans, veteran's benefits, rehabilitation programs, or employee assistance programs.

## OUTSIDE SCHOLARSHIPS

[saic.edu/outsidescholarships](http://saic.edu/outsidescholarships)

SAIC provides helpful information about outside scholarships and search engines at the website above, including a list of outside scholarships. Information is also listed regularly on the Student Financial Services Facebook and Twitter pages at [facebook.com/SAICsfs](https://facebook.com/SAICsfs) and [twitter.com/SAIC\\_SFS](https://twitter.com/SAIC_SFS).

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. SAIC is required by law to consider these awards as part of the student's financial aid package (529 plans 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](http://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.



# QUALIFIED EDUCATION AND 529 PLANS

[saic.edu/529](http://saic.edu/529)

**Please be sure all information and payments are sent to the Student Financial Services office and not to the Bursar's office to avoid a delay in the processing of these funds.**

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.

Students should complete the paperwork required to receive funds from their provider four weeks before the payment due date each semester. Students should start the request process July 15 for fall and December 15 for spring. Visit the above website for more information.

# REFUNDS AND FINANCIAL AID ADVANCES

## saic.edu/refunds

To receive a financial aid advance or refund which will be deposited to your bank account, you must sign up for Direct Deposit Refund in CASHNet. Go to [saic.edu/selfservice](http://saic.edu/selfservice) and log into Self-Service. Then go to Student Homepage > Financial Account.

- » 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 if applicable) 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, if the credit balance occurred on or before the first day of class for the semester.
- » 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 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.
- » Credit balances resulting from “Cash” types of sources such as check, credit cards, and wire transfers are held until the end of the spring semester each academic year unless requested.



# HEALTH INSURANCE REQUIREMENT

## saic.edu/healthinsurance

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 domestic part-time degree-seeking students. 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 comparable 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 each one is subject to verification to ensure compliance with minimum coverage requirements.

Information associated with SAIC’s 2021-2022 health insurance waiver requirements and student health insurance plan will be available summer 2021. Please visit [saic.edu/healthinsurance](http://saic.edu/healthinsurance).

TERM	DATE TO REQUEST FUNDS FROM 529/SAVINGS PLAN PROVIDER	TUITION/FEES PAYMENT DUE DATE
Summer	April 15	May 15
Fall	July 15	August 15
Winter	November 15	December 15
Spring	December 15	January 15



Yixin (Abi) Li  
Jacquard, natural dyed wool, mohair, and cotton  
2021

Student Financial Services  
36. S. Wabash Ave., Suite 1200  
Chicago, IL, 60603

312.629.6600  
312.629.6601 fax  
saic.sfs@saic.edu  
saic.edu/sfs  
saic.force.com/sfshelp



**PREPARE** / The front cover pattern of this booklet has a hidden word created from geometric elements found within the SAIC square.

