

The logo for the School of the Art Institute of Chicago (SAIC) is a white square containing the letters "SAIC" in a bold, black, sans-serif font.

SAIC

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**Thank You for
Joining Us Tonight!
The Webinar will begin
at 6:30 PM (CST).**



School of the Art Institute
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Financial Aid

Your Next Steps

Tuesday, June 10, 2021

Kevin A. Brown,
Associate Director of Student Financial Services



School of the Art Institute
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Financial Aid Your Next Steps

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This Webinar is being recorded and will be available on the SAIC Website and will be emailed to anyone who has register for this Webinar .

Activate ARTIC Account



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

Now... 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 ARTIC Account



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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 alphanumeric 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/Payer



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Setting up an Authorized User Payer in CASHNet

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

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

To set up an authorized user payer account in CASHNet, go to “**Payer**”. Follow the instructions on the screen to complete the authorized user payer registration.

You will need to share with your authorized user payer:

- Authorized User Payer Name
- Password
- Web link: commerce.cashnet.com/saicpay

Authorized users payers have direct access to CASHNet, and do not use SAIC Self-Service.

FERPA

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



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FERPA – STUDENT AUTHORIZATION TO RELEASE INFORMATION FORM

Section A: Student Information	
Name (last, first, middle initial)	Student ID number
Current mailing address (street or PO box, apt number, city, state, ZIP)	Phone number ()
Section B: Person or Entity to whom information may be released	
Name (last, first, middle initial)	Phone number ()
Address (street or PO box, apt number, city, state, ZIP)	Cell phone number ()
Relationship to the student	Email address
Section C: Information to be released (check only one box)	
<input type="checkbox"/> I consent to the disclosure of any personally identifiable information from my education records and/or the disclosure of any of my education records.	
<input type="checkbox"/> I consent to disclosure of personally identifiable information from the following education records and/or the disclosure of such records (please specify records): _____ _____	
Section D: Purpose for which the information may be disclosed (check only one box)	
<input type="checkbox"/> The purpose of the disclosure is for general information.	
<input type="checkbox"/> If your purpose is not for general information, please state the purpose of the disclosure: _____ _____	
SECTION E: Certification	
Student Signature	Date

Please return this completed form to:

Office of Registration and Records	Fax: (312) 629-6701
36 S. Wabash Room 1210	Email: saic.registrar@saic.edu
Chicago, IL 60603	

This FERPA Form was included in your Large Blue Financial Aid Award Envelope!

Federal Verification & Institutional Review



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Some students might still need to submit additional information or need to complete additional steps to officially award financial aid for 2021-22.

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

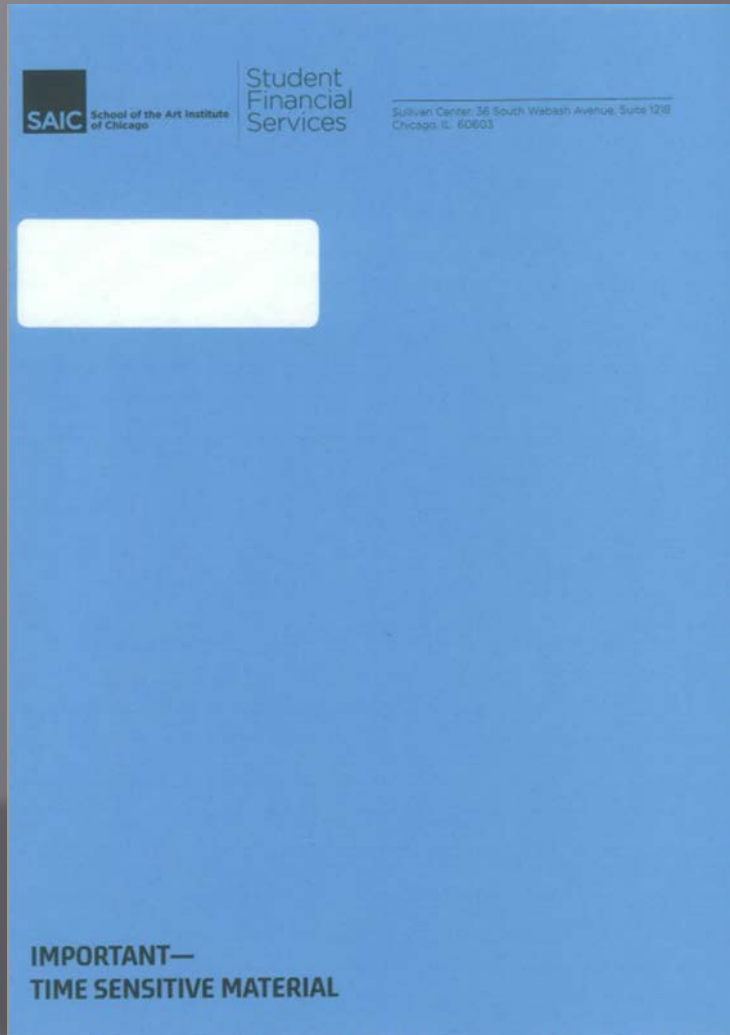
How... by Email, Phone, Postal Mail, and listed in Self-Service

Please respond ASAP!

Your Financial Aid Award Packet



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Students receiving Federal Student Aid will receive their 2021-22 Financial Aid Award Letter in this large **blue envelope**; mailed to the student's home mailing address.

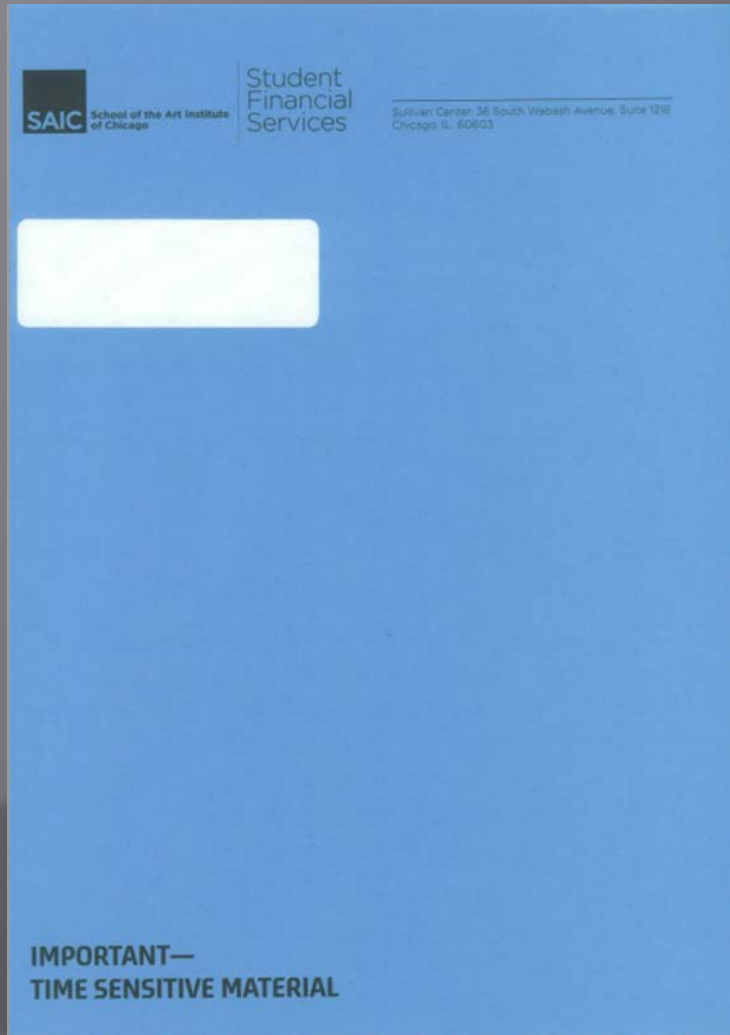
The Contents will also be emailed to you.

2021-22 Financial Aid Award is also available on Self-Service

Your Financial Aid Award Packet



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The Financial Aid Award Packet Includes:

- 2021-22 Financial Aid Award Letter
 - (includes Summer 2021, Fall 2021, & Spring 2022)
- 2021-22 Financial Aid Award Guide and Instructions Booklet
- 2021-22 Figure Your Cost Worksheet
- Missing Information Letter (if required)
- Federal Verification Worksheets (if required)
- Family Educational Rights and Privacy Act (FERPA) Form
- Want Help? Make an Appointment Flyer

2021-22 Financial Aid Award Guide and Instructions



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PLEASE READ AND FOLLOW INSTRUCTIONS!

The Financial Aid Award Guide Includes:

- Grants & Scholarship – Pg. 4
- Federal Unsubsidized Stafford Loans – Pg. 6 & 9*
- Federal Direct Graduate PLUS Loans – Pg. 7 & 9*
- Private Loans – Pg. 8 & 9*
**Loan Steps must be completed by student*
- Student Employment – Pg. 10
- And more helpful information.
- Please **READ** it and complete steps on time!

➤ PDF available at www.saic.edu/faforms

Figure Your Cost Worksheet



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- Must be completed by the Student.
- Must be completed **ASAP**. (First Invoice for Fall 2021 will not be mailed until **Mid-July**)
- Helps the students understand if there are any additional cost after financial aid is applied. **“THE GAP”**
 - ✓ Out of pocket payment (gap balance must be addressed)
 - How? Full Payment, Payment Plan, Additional Loans.
- Enriched On-Line Worksheet is available at www.saic.edu/fyc.
- *It does the math for you!!!!*

Make an Appointment!



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Make a Virtual or Phone Appointment

For New and Prospective Students (Not Yet Enrolled)

please use **Acuity**

For Enrolled and Continuing Students **Navigate**

www.saic.edu/financial-aid/#saic

Complete Loan Steps



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Secure all loans **by July 1, 2021** for Fall '21/Spring'22

Secure all loans **NOW** – Summer '21

- 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



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Direct Stafford Loan Acceptance

- **Studentaid.gov** (Needs to be completed only one-time while at SAIC)
- Complete **NOW** for Summer 2021 enrollment start.
- Complete before July 1st for Fall 2021/Spring 2022.
 - Complete **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 2021-22 *Financial Aid Award Guide and Instructions Booklet*

Federal Graduate PLUS Loans



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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 by July 1st to ensure you can secure the loan (for Fall/Spring)
 1. Complete a Federal Direct PLUS Loan Request at **Studentaid.gov**.
 2. If credit is approved, complete an online Federal Direct PLUS Loan Master Promissory Note (eMPN) at **Studentaid.gov**.

Page 7 & 9 in *2021-22 Financial Aid Award Guide and Instructions Booklet*

Federal Graduate PLUS Loans



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Federal Direct Graduate PLUS Loan Application – Continued

- Loan Terms - Request for the Full Academic Year you will be attendance.
 - 5/2021 – 8/2021 (Summer 2021) NOW
 - 8/2021 – 5/2022 (Fall 2021 – Spring 2022) by July 1st
- 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

Private Educational Loans



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- Credit Approval Required
 - ✓ Determine a Private Lender of your choice.
 - ✓ Complete required steps as instructed by your lender.
 - Sometimes a co-signer is required.
- Apply by July 1st to ensure you can secure the loan for **Fall '21/Spring '22**
- Loan Terms – Private Loans can only be disbursed in a maximum of two disbursements.
 - 5/2021 – 08/2021 (Summer 2021 ONLY) **NOW**
 - 8/2021 – 5/2022 (Fall 2021 – Spring 2022) by July 1st

Federal Work Study



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- Awarded by the U.S. Department of Education (DOE) based on the results of the 2021-22 FAFSA submitted by the student.
- Not all student are eligible to receive Federal Work Study (**FWS**).
- More SAIC Students are awarded FWS by Dept. of ED 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

Page 10 in *2021-22 Financial Aid Award Guide and Instructions Booklet*

Health Insurance



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Summer 2021

SAIC summer health insurance coverage is compulsory for all NEW domestic graduate, exchange, and certificate students enrolled full-time in Summer 2021, all NEW international students, and ALL Low-Residency MFA program students.

- This requirement may be waived by those students who have their own health insurance coverage.
- Students who have comparable coverage and wish to **waive SAIC's insurance** for Summer 2021 must submit a waiver by July 12, 2021
- Summer 2021 Waver is available on-line **NOW**.
- **Waver** is available at saic.myahpcare.com
- Students who would like to request Summer Heath Insurance can do so by submitting the request form at the same site.
- If you wish to accept SAIC's coverage you need not do anything further and the charge will be applied to your account automatically. **\$444 for Summer 2021**.
- Visit saic.edu/healthinsurance for more information.

Health Insurance



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Fall 2021 and Spring 2022

- Health insurance coverage is required for all full-time domestic students and for all international students.
- Students who have comparable coverage and wish to **waive SAIC's insurance** must submit a waiver by the first day of classes for the fall and spring semesters.
 - Fall/Spring Waver will be available starting on June 14th - saic.myahpcare.com
 - Like the Summer Waver/Request, this process is done on-line.
 - SFS recommends waving insurance for the full year, not by semester.
- A reminder will be sent to the student's **SAIC email address**.
- If you wish to accept SAIC's coverage you need not do anything further and the charge will be applied to your account automatically. **\$1,270 per Semester**.
- Last day to submit your Health Insurance Waver/Request – **September 1st** for Fall 2021
- Visit saic.edu/healthinsurance for more information.

Your First Bill / Invoice



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- Fall 2021 charges available on SAIC Self-Service – July 12th
- Summer 2021 **available now** on SAIC Self-Service.
- First Fall 2021 Bill / Invoice mailed – July 18/July 20th
- Summer 2021 Bill / Invoice mailed – Mailed in end of April and end of May.
 - 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 Credit Hours that your Financial Aid is calculated on match your true enrollment? How to know for sure? See your Bill/Invoice .
 - Example... **Next Slide...**

Example of Bill/Invoice



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Account Activity Period	Description	Term	Date	Item Amount
Balance Prior to	April 01,			
	Online Enrollment Dep-CC	Fall		
	CTA U-Pass Fee	Fall		
	CTA Ventra Card Fee	Fall		
	Health Insurance-Intrnl	Fall		
	Student Orientation Fee	Fall		
	Technology Fee	Fall		
	Tuition (12 credits)	Fall		
Anticipated Financial Aid				
Fall	(Awarded for 15.0 credits)	SAIC Distinguished Sch-Fall		
Total Anticipated Financial Aid:				

Total Current Charges and Prior Balance
Less Total Anticipated Financial Aid
Total Amount Due
Amount Due This Period

If you have any questions regarding this bill, please call Student Financial Services at 312/629-6600.

- 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!

Payment Arrangements



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Payment in full or payment arrangements must be completed by:

- May 15th for Summer 2021
- August 15th for Fall 2021
- January 15th for Spring 2022

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) (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 Arrangements



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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

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Student Financial Services Office

Attn: 529 Administrator or Outside Scholarship Administrator

36 S. Wabash Ave., suite 1200

Chicago IL 60603

- V.A. Benefits – Reach out to you VA representative and inform SAIC Registrar to begin process. saic.registrar@saic.edu.

Follow instructions on **Page 4-5** in the **2021-22 Financial Aid Award Guide** (*Included in the Financial Aid Award Packet*) and at saic.edu/faforms.

Payment Arrangements



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Payment Plans - Available in (via CASHNet)

- Four (4) month semester payment plans are available for each Fall and Spring. Three (3) month semester payment plans are available for Summer.
- Payments plans begin on
 - May 15th for Summer (*Enrollment available Now*)
 - Aug. 15th for Fall (*Enrollment available on July 9th*)
 - Jan. 15th for Spring. (*Enrollment available on Dec. 16th*)
- Payments are due the 15th of each month.
- \$50 Enrollment Fee per semester
- Auto-Pay is available
- Must re-enroll for Payment Plans and Auto-Pay each semester (*separate steps*)

Payment Arrangements



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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

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

Refunds Request and Advances



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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

Students may submit requests starting:

- **May 15th** Summer semester -- **August 15th** Fall semester -- **January 15th** Spring semester

Submit a "Financial Aid Advance Request" by:

- *Self-Service > Other Services > External Links > Financial Aid Advance Request*

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

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

Follow instructions on **Page 13** in the **2021-22 Financial Aid Award Guide**

Special Circumstances



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Examples:

- Recent change in employment status/loss of Income
- Unusually high medical expenses PAID and not covered by health insurance
- Unusual dependent care expenses

*If you feel you have Special Circumstances, you should discuss them with a **SFS Advisor** for guidance on your next steps if applicable after you have received your 21-22 Financial Aid Award Letter.*

saic.sfs@saic.edu or (312) 629-6600

Look for Outside Scholarships



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- ✓ 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*

2021-22 Financial Aid Next Steps (Fall – Spring)



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- ✓ Completed Figure Your Cost Worksheet – **ASAP**
- ✓ All 2021-22 loan steps must be completed – **July 1st**
- ✓ Fall 2021 charges available on SAIC Self-Service – **Early July**
- ✓ Fall 2021 payment plans available on CASHNet – **Early July**
- ✓ Health Insurance waivers and request are available – **Mid July** (*Look for an email*)
- ✓ First Fall 2021 Bill mailed – **July 20th/July 21st**
- ✓ Full payment or payment arrangements for Fall 2021 due before – **Aug. 15th**
- ✓ 1st Payment for Fall 2021 Payment Plan due (if enrolled) – **Aug. 15th**
- ✓ First day of Fall 2021 classes – **Sept. 1st**
- ✓ Health Insurance waivers and request due – **Sept. 1st**

Information Sessions



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The Office of Student Financial Services will record this Webinar and have it available to review within 48 hours. It will also be emailed to anyone who registered for this webinar.

www.saic.edu/financial-aid/information-sessions

Next Webinar...

-- Final Steps - You Are Almost Here - August 5, 2021

Contact Us



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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.**

