SAIC | **School of the Art Institute of Chicago**

Early College Program

Online Summer Institute

saic.edu/ecpsi | ecp@saic.edu | 312.629.6170

Registration Form–1

To register for the ECP Online Summer Institute, please complete and submit the Registration Form. **Questions? Please call 312.629.6170.** (Note: Phone registration is not available for the ECP Online Summer Institute.)

STUDENT INFORMATION

Legal Last Name

Legal First Name

Preferred Name

MI

Student ID # (if returning)

Address

ARE YOU AN INTERNATIONAL STUDENT?

(Mark yes if you do not hold U.S. citizenship or permanent residency) ☐ **NO** ☐ **YES** ⟶

Apartment

City

State

Zip Code

Country of Citizenship (international students)

Date of Birth

Home Phone

Mobile Phone (Student number required)

Email Address (Enrollment confirmation will be sent here)

School Name

School City

School State

STUDENT GRADE: ☐ **FRESHMAN** ☐ **SOPHOMORE** ☐ **JUNIOR** ☐ **SENIOR**

Graduation Year

PARENT/GUARDIAN INFORMATION

Last Name

First Name

Relationship to Student

Email Address

Phone #1   Type: ☐ Home ☐ Mobile ☐ Work   Phone #2   Type: ☐ Home ☐ Mobile ☐ Work

PARENT/GUARDIAN INFORMATION

Last Name

First Name

Relationship to Student

Email Address

Phone #1   Type: ☐ Home ☐ Mobile ☐ Work   Phone #2   Type: ☐ Home ☐ Mobile ☐ Work

OPTIONAL

Do you consider yourself to be Latino/Hispanic?   ☐ YES   ☐ NO

In addition, select one or more of the following racial categories to describe yourself: ☐ Native American or Alaska Native   ☐ Black/African American   ☐ Native Hawaiian/Pacific Islander   ☐ White   ☐ Other

COURSE SELECTION

Please indicate your first and second course selections for their respective session. If a space is not available in your first choice, you will be enrolled in your second choice. Courses are only available for a session if they are indicated as such on the first page of the application.

SESSION 1 COURSE SELECTIONS: JUNE 16–27, (2-WEEK SESSION)

First Choice Class #

First Choice Class Title

Second choice Class #

Second Choice Class Title (if first choice is full)

MERIT SCHOLARSHIP & NEED-BASED FINANCIAL AID APPLICANTS

☐ Applying for financial aid—Complete the Merit Scholarship & Need-Based Financial Aid Form/submit Form 1040 from your family's most recent taxes
☐ Applying for merit scholarship—Merit Scholarship & Need-Based Financial Aid Form; upload 6–10 examples of work in SlideRoom at **saicscholarships.slideroom.com**

Merit Scholarship & Need-Based Financial Aid–2

Students may elect to apply for both merit scholarships need-based financial aid (please check all that apply). In order to apply for any type of aid you must submit:

1. Completed ECPOSI Registration Form including course choice(s) and signatures
2. $100 nonrefundable tuition deposit

☐ **I WISH TO APPLY FOR THE MERIT SCHOLARSHIP**

All students regardless of income or citizenship may apply for merit scholarship.

In addition to the above, you must also submit:

➔ 6–10 images/artwork samples submitted through SlideRoom (**saicscholarships.slideroom.com**)

Note: Regardless of whether you upload your application materials online or send via mail or fax, merit applications must consist of 6–10 images submitted online through SlideRoom. Artwork may be in any media, regardless of class choice. Creative writing merit scholarship submissions may be imported in SlideRoom as PDFs. Artwork is only required for merit scholarship consideration NOT admission into the program. See attached Application Instructions for steps on submitting this packet and images.

☐ **I WISH TO APPLY FOR NEED-BASED FINANCIAL AID**

In addition to the above, you must also submit:

➔ Copy of family's most recent 1040 Federal Tax Form (first two pages only, unless specified)

Note: Financial assistance covers a percentage of tuition costs only; housing and supply costs are not covered by financial assistance. Financial aid is available to U.S. students only.

ECP Online Summer Institute registration and merit/need-based financial aid applications take approximately three weeks to process. Acceptance and award letters include a deadline to accept ordecline the offer; failure to respond may result in loss of admittance and nonrefundable $100 tuition deposit. Students will be notified of their financial aid award though the parent/guardian email listed on Registration Form-1 and by way of mail.

Students must declare that they are applying for need-based financial aid and/or merit scholarships at the time of registration. Financial assistance covers a percentage of tuition costs only, supply costs are not covered by financial assistance.

MERIT SCHOLARSHIP & NEED-BASED FINANCIAL AID DEADLINE: MARCH 1

STUDENT INFORMATION

Student Last Name	Student First Name	MI	ID # (if returning)

SSN (required)	Date of Birth	How many family members live in your household?

Acknowledgements & Permissions–3

PHOTOGRAPHIC CONSENT

In consideration for the Student being permitted to participate in the Program, I hereby grant permission to the School of the Art Institute of Chicago ("SAIC") and its agents to record photographs or other images or likenesses of the Student on videotape, audiotape, film, photograph or any other medium and use, reproduce, modify, distribute, and publicly exhibit such recordings, in whole or in part, without restrictions or limitations for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes. I further consent to the use of the Student's name, voice, and biographical material in connection with such recordings. I understand that as part of the Program, the Student may create or participate in the creation of art projects. On behalf of myself and the Student, I grant permission to SAIC to photograph or reproduce in any medium any such projects, in whole or in part, without restrictions or limitations, for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes. I also grant permission to SAIC to include such projects in exhibitions hosted by or on behalf of SAIC.

I waive, on behalf of myself and the Student, any right to inspect or approve the images described above and I understand that the images used may be distorted, blurred, or altered. I also understand that publication of the images is within the sole discretion of SAIC and that they may not be used at all. On behalf of myself and the Student, I waive, release, and hold harmless SAIC from any claims related to the images described above, the exhibition of Student's art projects, or the exercise of the rights and permissions granted herein, including claims for compensation, claims of defamation, claims of loss of damage to Student's art projects, or any claims regarding rights of privacy or publicity.

RIGHTS AND RESPONSIBILITIES ACKNOWLEDGEMENT + AGREEMENT

By signing below, the undersigned Student and Parent/Legal Guardian each acknowledges that they have read and understand the above Student Rights and Responsibilities. The information reported on this application is true and correct to the best of my knowledge. Incomplete applications and those received after the first day of class will not be considered.

X _____   _____
Signature of student   Print Name

X _____   _____
Signature of parent/legal guardian   Print Name

SAIC School of the Art Institute of Chicago

Payment Instructions–4

TUITION AMOUNT: $100 NONREFUNDABLE TUITION DEPOSIT (REQUIRED TO ENROLL)

NEXT STEPS:

1. You will receive a confirmation email including the student ID number once your registration has been completed.

2. Payment is due immediately. You can pay your full tuiton online at **saic.edu/cspayment**.

If a payment is not made on time, you are subject to removal from the course.

Questions? *Contact Continuing Studies at **312.629.6170** or email **cs@saic.edu**.*

REFUND POLICY

All withdrawal requests must be submitted in writing to **ecp@saic.edu** and include the student's name, ID number, and course information. The date the request is received in writing is the date used to calculate the refund amount.

• One hundred percent of the tuition charge, less $100 nonrefundable tuition deposit, is refundable only if courses are dropped by ***May 1***. If a course is dropped after the deadline, no refund will be granted. **Note: this date applies for all sessions.**

Refunds take four to six weeks to process, depending on payment type.

NOTE: No tuition will be refunded, and financial aid and merit scholarships may be revoked, if a student is asked to leave the program for violations of policies or regulations.

No refunds will be given if a student withdraws voluntarily or for personal reasons. Nonattendance does not constitute an official withdrawal, nor a cancellation of tuition and fees- withdrawals must be submitted in writing as outlined above by deadline.

Accommodations for Students with Disabilities

The School of the Art Institute of Chicago is committed to providing opportunities for full participation in all programs for students with disabilities, including Continuing Studies students and Students At Large. Disabled students should first contact the Disability and Learning Resource Center (DLRC) to request reasonable accommodations. To plan for the most effective accommodations, we ask that you contact the DLRC at least two weeks before the start date for your course. For more detailed information about the DLRC and the accommodations process, see https://www.saic.edu/life-at-saic/wellness-center/disability. The DLRC can be reached by phone at 312- 499-4278 or email dlrc@saic.edu.

Application Instructions

Regardless of how you send in your application, a parent/legal guardian must sign required section for the application to be considered and processed. A tuition deposit of $100 is required to process any application. After May 1, full payment of tuition is required at time of enrollment. If you have any questions, please contact us at 312.629.6170 or ecp@saic.edu.

APPLYING ONLINE

If you would like to submit all application materials online and apply for need-based aid and/or merit scholarship, you must pay the $100 tuition deposit via credit card using the form on page 9 and follow the steps below. If you would like to pay the tuition deposit via check or money order, please see the instruction listed at the bottom of the page.

NOTE: IF YOU ARE SUBMITTING WITHOUT APPLYING FOR NEED-BASED AID AND/OR MERIT SCHOLARSHIP AFTER THE PAYMENT DEADLINE, TUITION IS DUE AT THE TIME OF ENROLLMENT.

Registration Form

• Download the registration form from: **www.saic.edu/ecpsireg**

•Once you have downloaded the PDF, open using Adobe Acrobat Reader or Pro. You can download Acrobat Reader for free online: **https://get.adobe.com/reader/**

• Complete entire form, including digital signatures.

• Make sure to "Save As" and save the file with your name or another title of your choice. This ensures that info will be saved and visible when uploaded.
FILE > SAVE AS > Name_ECPOSI.pdf

It is best practice to close the file once you have saved/renamed and open again to make sure you can see the info.

Merit and/or Need-Based Financial Aid

If you are also applying for financial aid and/or a merit scholarship, please follow steps below.
If you are not applying for these, skip to next steps.

•Make sure to fill in the Merit Scholarship and Need-Based Financial Aid Form–2 (page 3 of this packet).

• Prepare financial aid documents for online upload. Financial documentation should include a copy of Form 1040 (first two pages) from the family's most recent tax return. If you are unable to submit these documents, please contact us at **ecp@saic.edu**. You may scan these documents or take a picture and upload as long as all information is legible.

• Prepare images for merit scholarship. 6–10 images are required for merit consideration. Jpeg files are best for artwork images, with at least 800 pixels on longest edge. You may also submit PDF files, audio files, or video files. Please limit audio and video files to under 5 minutes.

Upload to SlideRoom

• Once you have all of your forms, documents, and/or images, you are ready to upload them online to finish the process!

• Create a SlideRoom account at **saicscholarships.slideroom.com** with your name

• Choose Early College Program Summer Institute and Online Summer Institute Merit Scholarship Application from the program choices

• Upload your completed and signed ECP Online Summer Institute Registration Form (PDF) in the attachment section.

  • If applying for Financial Aid, upload your Financial Aid Document(s) in the attachment section (Financial Aid Documents).

  • If applying for Merit Scholarship, upload 6–10 images of your best artwork in the media section.

• Once you have all items uploaded, click the submit button. Please make sure you have everything uploaded before you submit, as you cannot go back once you have completed that step. You may save your application as you go until you submit.

IF YOU HAVE ANY CONCERNS OR REQUIRE ASSISTANCE, PLEASE CONTACT US!

PHONE: 312.629.6170

EMAIL: ECP@SAIC.EDU