



SAIC Student Employment Training

Student Payroll
Located within the Student Financial Services Office
Sullivan Center, Suite 1200
(312) 629-6609
studentpayroll@saic.edu



School of the Art Institute
of Chicago

Student
Financial
Services

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01

**The Student
Employment
Process**



This section answers:



- Where do I find a job?
- Where do I approve my work authorization?
- When do I complete my I-9?
- How do I know if I'm ready to start working?



Student Employment FAQ

Where do I find a job?

Handshake! You can find, apply, and land an interview!

Where do I approve my work authorization?

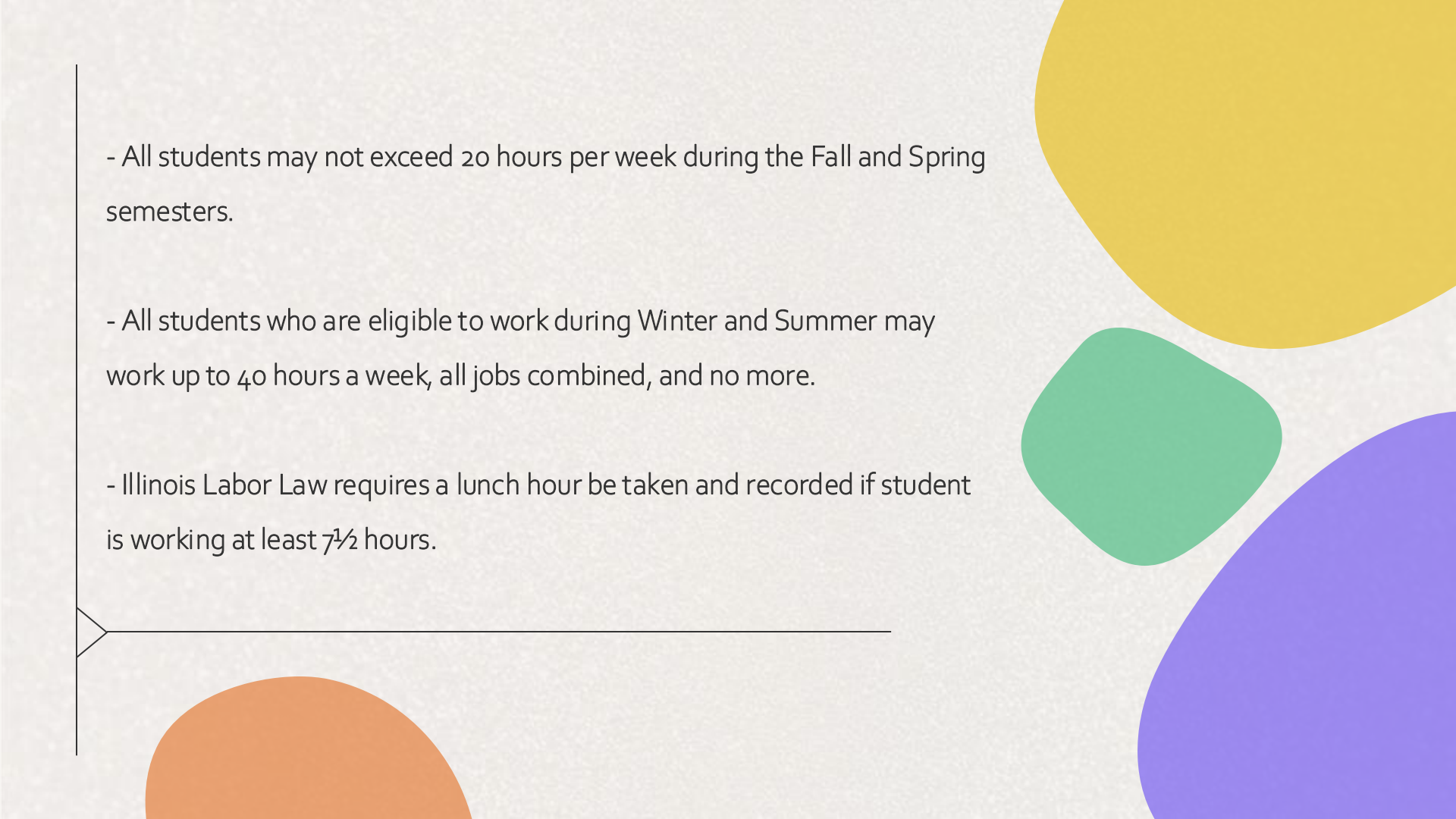
A work authorization is submitted by your supervisor once you get the job. You will receive an email requesting you to approve a work authorization within Self-Service.

When do I complete my I-9?

You should complete your I-9 within three business days, after the first day of employment.

How do I know if I'm ready to start working?

You've approved your work authorization, filed an I-9 with Student Payroll!



- All students may not exceed 20 hours per week during the Fall and Spring semesters.

- All students who are eligible to work during Winter and Summer may work up to 40 hours a week, all jobs combined, and no more.

- Illinois Labor Law requires a lunch hour be taken and recorded if student is working at least 7½ hours.

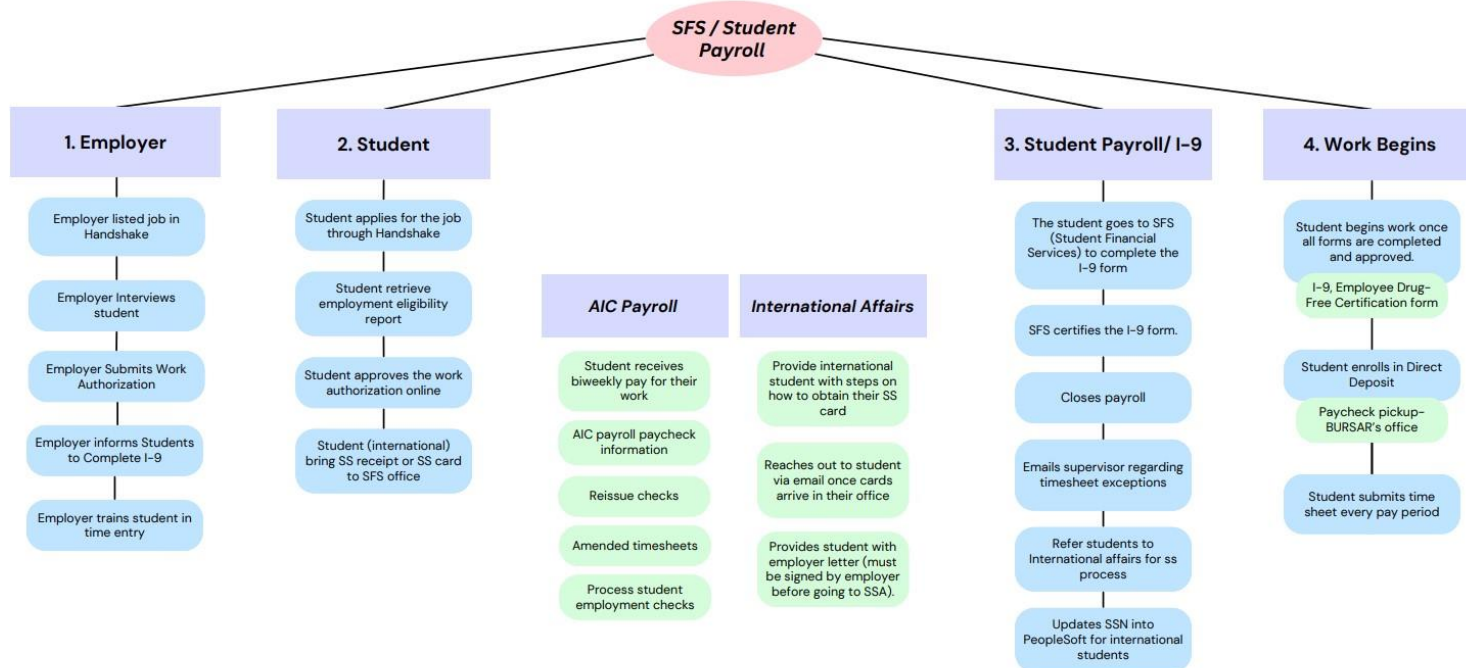
Graduate Teaching Assistants and Instructors of Record

NOTE - Graduate Students with Teaching Assistant or Instructor of Records positions are paid via a stipend. They are not required to record their hours worked.

The total stipend amount can be found on the Work Authorization in PeopleSoft Self Service. The total amount is divided and paid in installments at each pay period within the term, following the Student Payroll Schedule.

FLOW CHART

SAIC Student/Supervisor Employment Process



The background features several large, overlapping, rounded shapes in purple, orange, yellow, and green. Two black starburst icons are scattered across the page. A thin black line runs horizontally across the lower half of the page, ending in a right-pointing arrowhead on the right side.

02

The I-9 Process

This section answers:



- What is an I-9?
- When do I have to submit an I-9?
- What type of documents are required for the I-9?
 - Domestic vs. International
- I'm an international student. Do I need to submit an I-9?
 - Social Security card process
- Can I complete the I-9 remotely?
- How much time do I have to complete the I-9?
- How many times do I have to complete this process?



The I-9 Process FAQ

What is an I-9?

A federal employee eligibility verification form.

When do I have to submit an I-9?

The first day of your employment or up to three business days after your first day.

I'm an international student. Do I need to submit an I-9?

Yes! Please bring the required documents and begin your Social Security card process:





What type of documents are required for the I-9? (Domestic and International)

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4 , document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Social Security Process

SOCIAL SECURITY NUMBER APPLICATION PROCESS FOR F-1 INTERNATIONAL STUDENTS ON CAMPUS EMPLOYMENT SPRING 2022

ABOUT SOCIAL SECURITY NUMBERS

Social Security numbers (SSNs) are issued to U.S. Citizens, permanent residents, and temporary (working) residents. Its primary purpose is to track income for tax purposes. The Social Security Administration (SSA) issues SSNs only to F students who have an employment offer. If you have an on-campus job, you must apply for a SSN. The process is free and described in the steps below.

NOTE: If you have just arrived to the U.S. you should wait at least 10 days before submitting a SSN application. Applying early may result in the SSA rejecting your application.

STEP 1: COMPLETE THE SOCIAL SECURITY LETTER FOR F-1 INTERNATIONAL STUDENTS

- Letters must be completed by you, your supervisor, and International Affairs.
- Complete your portion of the letter and email a scanned copy to your supervisor to sign electronically noting the signature must look like a signature and not be a typed version of their name, and then email the form to intaff@saic.edu.
- Do not cross out or strike through any written information. Request a new SSN letter if mistakes are made. Letters with crossed out items will be returned.
- Provide International Affairs with your current mailing address by emailing intaff@saic.edu and updating PeopleSoft, please be sure to include your name and SAIC ID number in the body of the email. International Affairs will either make the letter available for pick-up in the International Affairs office or will mail you the original letter with signature. You must submit the letter with an original signature from International Affairs.
- Contact your local Social Security Office for instructions as not all offices are open to the public due to the COVID-19 pandemic. You can find your local office here: <https://secure.ssa.gov/ICON/main.jsp#officeResults>

STEP 2: GATHER DOCUMENTS

- Completed Social Security Letter for F-1 International Students
- I-20, Passport & F-1 Visa
- I-94 printout (available at i94.cbp.dhs.gov/194)

STEP 3: APPLY FOR YOUR CARD AT SOCIAL SECURITY ADMINISTRATION (SSA)

- The SSA office nearest SAIC is:
 - 605 West Washington (1-866-563-3899). Call them first to confirm application instructions
 - Visit socialsecurity.gov/ssnumber for other locations
- Complete the Social Security application form (ssa.gov/online/ss-5.pdf)
- We strongly recommend you use International Affairs' mailing address, not your personal address.
 - 36 S. Wabash Ave., Suite 1203, Chicago, IL 60603
- Collect your Social Security application receipt.
- Collect your immigration documents (passport, I-94 card, I-20).

STEP 4: SUBMIT YOUR SOCIAL SECURITY APPLICATION RECEIPT TO STUDENT FINANCIAL SERVICES

- Students applying for a social security number must do so within two weeks of employment and provide Student Payroll with a letter or receipt from the Social Security Administration confirming they have begun the process.

STEP 5: WAIT FOR YOUR SOCIAL SECURITY CARD

- Cards take 2-8 weeks to process and mail.
- You may begin working while you wait for your card.

STEP 6: COLLECT YOUR SOCIAL SECURITY CARD

- The card will be mailed to the address you provided on your Social Security application.
- If you used International Affairs' mailing address, you will receive an email from intaff@saic.edu when your social security card has arrived.

STEP 7: SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD TO STUDENT FINANCIAL SERVICES

- Student Financial Services must take a photocopy of your new Social Security card to complete your employment paperwork at SAIC.

STEP 8: SECURE YOUR SOCIAL SECURITY CARD IN A SAFE PLACE

- Your Social Security card is a sensitive identification document.
- Keep your card in a safe place; do not carry it in your purse or wallet.
- Lost or stolen social security cards can be used to commit a crime called identity theft.
- If you lose your social security card you can only replace it if you have a paying job at the time of re-application.



More FAQ

Can I complete the I-9 remotely?

No. Authorized representatives must see all documentation in person and fill out the I-9 with the student.

How many times do I have to complete this process?

Once! However, you can update expired documents accordingly.



03

**ARTIC
TIME**

This section answers:

- What is Artic time?
- How does Artic time work?
- Where do I clock in?
- Where do I update my timesheet?
- How do I submit my timesheet?
- What if I forget to submit my hours/clock in?





Artic time FAQ

What is Artic time?

A website designated for recording and submitting worked hours for pay, and approving a work authorization
artictime.artic.edu

How does Artic time work?

Use your school credentials to log in.

Where do I clock in?

On Web Clock, located on a designated computer for on-campus employment



Student Dashboard

Browser address bar: <https://time-entry-test-aic.workforcehosting.com/workforce/Dashboard.do?action=start&csrfToken=1A1513267688705A784334>

Navigation: Most Visited, Getting Started, Latest Headlines, AIC Gmail

ARTIC time 15.2.0.6 Home Help

Time Entry

- [Enter My Hours](#)
- [View Past Assignments](#)

Schedules

- [My Calendar](#)
- [My Time Off](#)

Reports

- [View Reports](#)

Remaining Bank Balances as of Today

Authorizations - Federal Work-Study	Data unavailable
Authorizations - Non-Need Based Earnings	Data unavailable
Available Paid Sick Leave	Data unavailable

Where do I update my timesheet? - click 'Enter My Hours'

The screenshot shows a web browser window with the URL <https://time-entry-test-aic.workforcehosting.com/workforce/Dashboard.do?action=start&csrfToken=1A1513267688705A784334>. The browser's address bar and navigation icons are visible. Below the browser, the dashboard header includes the ARTIC time logo, version 15.2.0.6, and navigation links for Home and Help. The main content area is divided into three sections: Time Entry, Schedules, and Reports. The Time Entry section contains links for 'Enter My Hours' and 'View Past Assignments'. The Schedules section contains links for 'My Calendar' and 'My Time Off'. The Reports section contains a link for 'View Reports'. On the right side, there is a table titled 'Remaining Bank Balances as of Today' with three rows of data.

Remaining Bank Balances as of Today	
Authorizations - Federal Work-Study	Data unavailable
Authorizations - Non-Need Based Earnings	Data unavailable
Available Paid Sick Leave	Data unavailable

Work Period

07/27/2015 - 08/09/2015
(Loading default period)

Assignments

- Rowlett, Elpidia ALT Students (2)
- Thomley, Amelia (2191641)
 - Woody, Daniel (2353166)

June 2015

S	M	T	W	T	F
1	2	3	4	5	6
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
27	28	29	30	31	

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Default Period Today

Date	Pay Code	Hours	Student Locat...	Total
Fri 07/31	Select a Pay Code			
Sat 08/01	Select a Pay Code			
Sun 08/02	Select a Pay Code			
				0.00
Mon 08/03	Select a Pay Code			
Tue 08/04	Select a Pay Code			
Wed 08/05	Select a Pay Code			
Thu 08/06	Select a Pay Code			
Fri 08/07	Worked In/Out	08:45 am 04:41 pm		0.00
Sat 08/08	Select a Pay Code			
Sun 08/09	Select a Pay Code			
				0.00

Exceptions Pay Period Summary Job Eligibility Info Schedule

Filter exceptions by day

Date	Exception Message	Severity	Acknowledge
Tue 08/04	ERROR! - E01 Missing In or Out time on 08/04/2015. Please ensure to enter Worked In/Out time for missing Clock punch.	Error (not paid)	<input type="checkbox"/>
Wed 08/05	ERROR! - E01 Missing In or Out time on 08/05/2015. Please ensure to enter Worked In/Out time for missing Clock punch.	Error (not paid)	<input type="checkbox"/>
Fri 08/07	ERROR! - E17 Amelia Thomley / ID # 2191641 - The student worker did not take the required break when worked time exceeded 7.5 hours, as required by law. (Summer15-Sfs Student Worker-Student Financial S-3)	Error (not paid)	<input type="checkbox"/>
Mon 07/27 - Sun 08/09	WARNING! - W20 One work performance pay code must be entered on student's time sheet for every pay period.	Warning	

ARTIC time 9.4.0.7 Home ? Help Logged in as Zaccan, Betsy M Log Off

08/10/2015 - 08/23/2015 Save Submit More List View

Timesheet

MTWTFSS MTWTFSS Aug 10, 2015 Show All Weeks

Date	Pay Code	Hours	Location	Amount	Total
Mon 08/10	Select a Pay Code				
Tue 08/11	Select a Pay Code				
Wed 08/12	Select a Pay Code				
Thu 08/13	Select a Pay Code				
Fri 08/14	Select a Pay Code				
Sat 08/15	Select a Pay Code				
Sun 08/16	Select a Pay Code				
				0.00	0.00

Date	Pay Code	Hours	Location	Amount	Total
Mon 08/17	Select a Pay Code				
Tue 08/18	Select a Pay Code				
Wed 08/19	Select a Pay Code				
Thu 08/20	Select a Pay Code				
Fri 08/21	Select a Pay Code				
Sat 08/22	Select a Pay Code				
Sun 08/23	Select a Pay Code				
				0.00	0.00

Exceptions Pay Period Summary PTO Schedule

Date Exception Message Severity Filter exceptions by day

No exceptions.

Elapsed Time

To Enter Hours in Elapsed Time go to your timesheet.

Click "Select a Pay Code" then select "Worked Hours" from the drop down menu.

Under the Hours Column, enter the number of hours total that you worked that day. This should not include your lunch break.

Click "Save"



PAY PERIOD SUMMARY TAB--

Shows calculated results of hours input on timesheet by week and pay code

EXCEPTIONS TAB --Shows timesheet errors that must be fixed

JOB ELIGIBILITY INFO TAB -- Shows student earnings within the pay period and the balance still available .

SCHEDULE TAB--Displays student class schedule. This is imported nightly from PeopleSoft. During Add/Drop it may change on a day to day basis.

There is an option available for supervisors to add the work schedule to this tab. However, it does not automatically refresh and needs to be added to each timesheet.

Date	Exception Message	Severity	Acknowledge
Tue 08/04	ERROR! - E01 Missing In or Out time on 08/04/2015. Please ensure to enter Worked In/Out time for missing Clock punch.	Error (not paid)	<input type="checkbox"/>
Wed 08/05	ERROR! - E01 Missing In or Out time on 08/05/2015. Please ensure to enter Worked In/Out time for missing Clock punch.	Error (not paid)	<input type="checkbox"/>
Fri 08/07	ERROR! - E17 Amelia Thomley / ID # 2191641 - The student worker did not take the required break when worked time exceeded 7.5 hours, as required by law. (Summer15-Sfs Student Worker-Student Financial S-3)	Error (not paid)	<input type="checkbox"/>
Mon 07/27 - Sun 08/09	WARNING! - W20 One work performance pay code must be entered on student's time sheet for every pay period.	Warning	

The background features several large, overlapping, rounded shapes in purple, orange, yellow, and green. Two black starburst icons are scattered across the page. A thin black line runs horizontally across the lower half of the page, ending in a small triangle on the right side. A vertical line runs down the right edge of the page.

04

Timesheets

This section answers:



- Do I have to submit a timesheet every pay period?
- Who can approve my timesheets?
- Who can fix my timesheet errors/exceptions?
- I forgot to submit my timesheet and the pay period has already closed. What do I do?
- What is an earning eligibility authorization warning?
- What does a code red error mean?
- Do I still get paid with exceptions?



Timesheets FAQ

Do I have to submit a timesheet every pay period?

Yes!

Who can approve my timesheets?

Your supervisors.

Who can fix my timesheet errors/exceptions?

Yourself and your supervisors.

I forgot to submit my timesheet and the pay period has already closed?

Contact your supervisor

What does a code red error mean?

A timesheet error/exception that can prevent you from getting paid for certain hours.



Timesheets FAQ

Do I still get paid with exceptions?

Maybe. Exceptions are errors that are warnings will not affect your pay, but errors that are code red exceptions will.

What is an earning eligibility authorization warning?

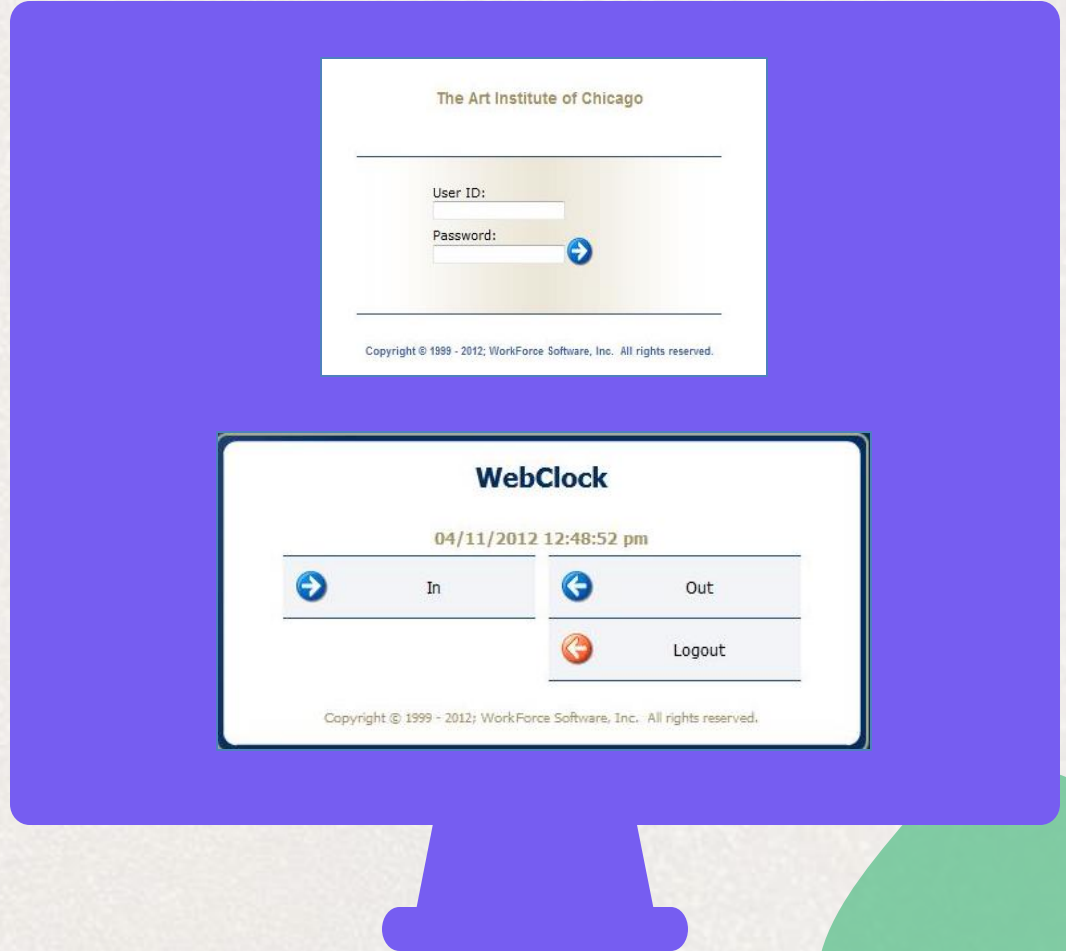
An ongoing bug within AT resulting in an invalid warning for students. Until the bug is corrected, it will not affect your pay in any way

What does a code red error mean?

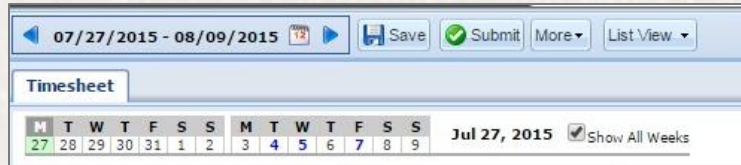
A timesheet error/exception that can prevent you from getting paid for certain hours.

Using Webclock

**You can only use
WebClock on a school
designated computer**



Submitting timesheets



07/27/2015 - 08/09/2015

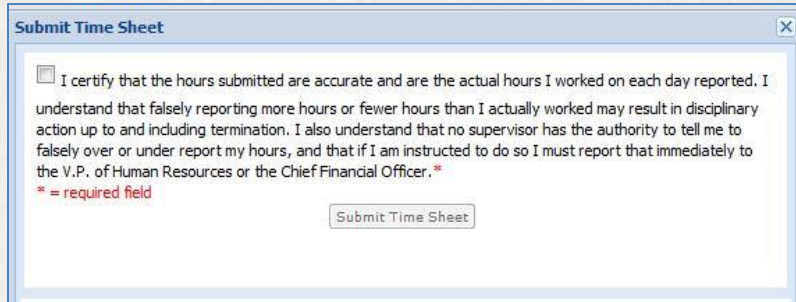
Save Submit More List View

Timesheet

	T	W	T	F	S	S	M	T	W	T	F	S	S	
	27	28	29	30	31	1	2	3	4	5	6	7	8	9

Jul 27, 2015 Show All Weeks

Verifying and submitting timesheets on a regular basis is the best way students can prevent errors and make sure they are paid properly and on time for all hours worked.



Submit Time Sheet

I certify that the hours submitted are accurate and are the actual hours I worked on each day reported. I understand that falsely reporting more hours or fewer hours than I actually worked may result in disciplinary action up to and including termination. I also understand that no supervisor has the authority to tell me to falsely over or under report my hours, and that if I am instructed to do so I must report that immediately to the V.P. of Human Resources or the Chief Financial Officer.*

* = required field

Submit Time Sheet

Submitting is your digital signature. It means you verify that the hours are accurate.

Timesheets are due no later than Monday at 10am following the end of every Pay Period. You should review and submit your timesheet at this time.



05

UKG

This section answers:



- What Is UKG?
- How do I view my pay stubs?
- Why can't I login to UKG?

UKG FAQ

What Is UKG?

A website designated for enrolling in direct deposit, viewing your pay history and current paystub, and your W-2.

How do I view my pay stubs?

UKG.


Why can't I login to UKG?

Please wait 24-48 hours after you approve your work authorization to access. Contact studentpayroll@saic.edu for further issues.

How do I view my pay stubs?

Pay statements provide you with a breakdown of all your earnings, deductions, taxes, etc.

** Pay statements can be downloaded or printed if needed.*



The Art Institute of Chicago
111 S Michigan Ave
Chicago, IL 60603

Pay Statement
Period Start Date: 09/25/2023
Period End Date: 10/06/2023
Pay Date: 10/19/2023
Statement: 1056
Net Pay: \$262.20

Pay Details

Multi P Test 111 S Michigan Ave Chicago, IL 60603 USA	Employee Number: 0012222 SSN: XXX-XX-XXXX Job: XX-00 DO NOT CLOCK Pay Rate: \$8.0000 Pay Frequency: Biweekly	Pay Status: Student Location: 111 S Michigan Ave Division: 02 - 02 School Sub-Division: 072 - 072 Student Worker Org Depart: 6001 - 6001 Student FICA Exempt Cost Center: 000 - None Assigned
---	--	--

Earnings

Pay Type	Hours	Current	YTD
Student FlatFee	0.0000	\$150.00	\$150.00
Student Regular	2.5000	\$50.00	
Student Regular	2.5000	\$50.00	
Student Regular	2.5000	\$50.00	
Student Regular	3.0000	\$0.00	\$150.00

Total Hours Worked: 0.0000 Total Hours: 10.5000

Deductions

Deduction	Pre-Tax	Employee Current	Employee YTD	Employer Current	Employer YTD
No amounts found					

View My Pay History

To view Pay Statements, Direct Deposits, and Tax Forms – navigate to: **Myself > Pay > Pay History** to find all your pay statements starting with those paid in 2024.

- Pay history provides you with an overview of each pay statement by listing the net pay, earnings deductions, etc.
- Each pay statement can be printed and downloaded at any time.
- To access a previous pay statement, click on the pay date of the pay statement you would like to view.

**Paychecks starting in 2024 are in UKG. Previous paychecks can be found in PeopleSoft Self Service.*

<input type="checkbox"/>	07/24/2020	90530	\$2,951.30	\$3,815.85	\$0.00	\$864.55
<input type="checkbox"/>	07/19/2020	90400	\$2,951.30	\$3,815.85	\$0.00	\$864.55
<input type="checkbox"/>	06/26/2020	90109	\$2,951.29	\$3,815.85	\$0.00	\$864.56
<input type="checkbox"/>	06/12/2020	89923	\$2,951.30	\$3,815.85	\$0.00	\$864.55

The background features several large, overlapping abstract shapes in purple, orange, yellow, and green. Two black starburst icons are scattered across the page. A thin black line runs horizontally across the lower right, ending in a small triangle pointing right. Another thin black line runs vertically down the right edge of the page.

06

Direct Deposit

This section answers:

- How do I sign up for direct deposit?
- I got paid but it isn't in my banking account. What happened?



Direct Deposit FAQ

How do I sign up for direct deposit?

Via UKG:

I got paid but it isn't in my banking account. What happened?

You were paid via paper check, located in the Bursar's office.

Make sure your direct deposit information is accurate and is active within UKG.

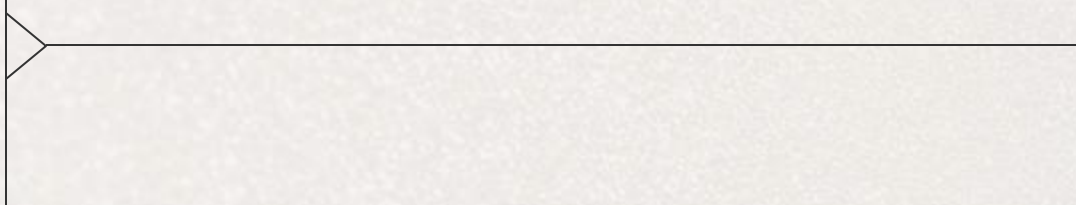
DIRECT DEPOSIT

Enroll in Direct Deposit!

To avoid the inconvenience of picking up a paper check each pay period, SAIC strongly recommends that you participate in Direct Deposit.

Your student employment earnings will be deposited automatically into your bank account each eligible pay period.

You will need your bank's routing number and your bank account number.





School of the Art Institute
of Chicago



Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

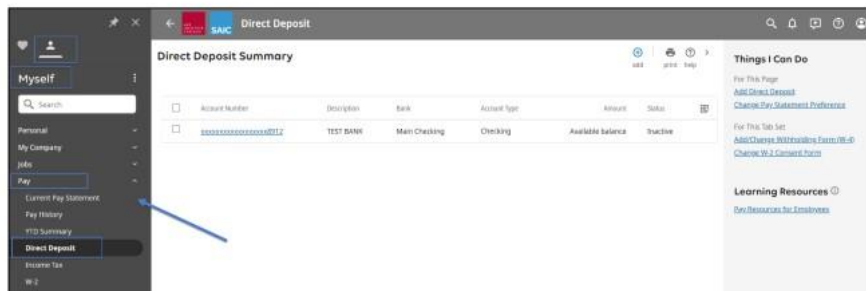
Login

[I've forgotten my password](#)

How to Add or Change My Direct Deposit

Navigation: **Menu > Myself > Pay > Direct Deposit**

Navigate to the Direct Deposit section under Pay to view, add, or change your direct deposit settings.



You can create the following types of direct deposit accounts:

- **Percentage** - Sends a percentage of your net pay to the designated direct deposit account.
- **Flat Amount** - Sends a flat dollar amount of the net pay to the specified direct deposit account.

You can create either **flat amount or **percentage** accounts, but you cannot create a combination of both flat amount and percentage accounts.*

- **Available Balance** – You are required to have at least one account listed as available balance. This will allocate your full net pay or will send the remaining net pay after other direct deposit account rules (percentage or flat amount) have been applied.

**Net pay is the amount you receive after all required deductions and taxes have been subtracted from your gross pay.*

1. From the Direct Deposit Summary page, complete one of the following:
 - a. To add a direct deposit account, select **Add**.
 - b. To change direct deposit account information, just select an account from the list.

The screenshot shows the SAIC Direct Deposit Summary page. The left sidebar contains navigation options: Myself, Personal, My Company, Job, Pay, Current Pay Statement, Pay History, YTD Summary, Direct Deposit (highlighted), Income Tax, and W-2. The main content area is titled "Direct Deposit Summary" and contains a table with the following data:

<input type="checkbox"/>	Account Number	Description	Bank	Account Type	Amount	Status	
<input type="checkbox"/>	<u>XXXXXXXXXXXXXXXXXXXX9911</u>	TEST BANK	Main Checking	Checking	Available Balance	Inactive	

Annotations include a blue box labeled "1 A" pointing to the top right toolbar (containing icons for refresh, print, and help) and a blue box labeled "1 B" pointing to the account number field in the table. The right sidebar, titled "Things I Can Do", lists actions for the page and tab set, and provides learning resources.





SAIC

Direct Deposit

Direct Deposit Detail



save



reset



cancel



print



help



Description

e.g., "My College Fund"

Bank description

Routing number *

Account number *

Account type *

Status

*Amount:

Flat Amount *

Percent amount

Available balance

Direct Deposit Summary

Selected	Account Type	Description	Bank	Account Number	Status	Amount	
	Checking	TEST BANK	Main Checking	12345678912	Inactive	Available balance	

General FAQs



Thanks!

STUDENT PAYROLL DEPARTMENT

Located in the Sullivan building (within Student Financial Services)

Walk-ins during our office hours:

Mondays and Wednesdays,

11:00 AM – 12:15 PM

3 – 4 PM

Email: studentpayroll@saic.edu

Phone: 312.629.6142

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School of the Art Institute
of Chicago

Student
Financial
Services