



**Thank you for  
joining us tonight!**

**The webinar will begin  
at 6:35 p.m. (CST)**

**SCHOOL  
OF THE ART  
INSTITUTE OF  
CHICAGO** 



# **Costs, Payments, and Deadlines**

**Office of  
Student  
Financial  
Services**



**This webinar is being recorded, and it will be available on the SAIC website and will be emailed to any individual who registered for the webinar within 48 hours.**



# Agenda

## Today we will discuss the following topics:

- Family Education Rights and Privacy Act (FERPA)
- ARTIC, SAIC Email, and Self Service Accounts
- Billing, Payments, and Direct Deposit Via Transact
- Additional Payment Options and Deadlines
- Reminders and Resources



# Family Education Rights and Privacy Act (FERPA)

Students submit a [FERPA Form](#) to the Registrar to authorize consent to:

- Parent
- Guardian
- Spouse
- Other support person



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

**FERPA -- STUDENT AUTHORIZATION TO RELEASE INFORMATION FORM**

<b>Section A: Student Information</b>	
Name (last, first, middle initial)	Student ID number
Current mailing address (street or PO box, apt number, city, state, ZIP)	Phone number ( )
<b>Section B: Person or Entity to whom information may be released</b>	
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
<b>Section C: Information to be released (check only one box)</b>	
<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): _____ _____	
<b>Section D: Purpose for which the information may be disclosed (check only one box)</b>	
<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: _____ _____	
<b>SECTION E: Certification</b>	
Student Signature	Date

**Please return this completed form to:**  
Office of Registration and Records Fax: (312) 629-6701  
36 S. Wabash Room 1450 Email: saic.registrar@saic.edu  
Chicago, IL 60603

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

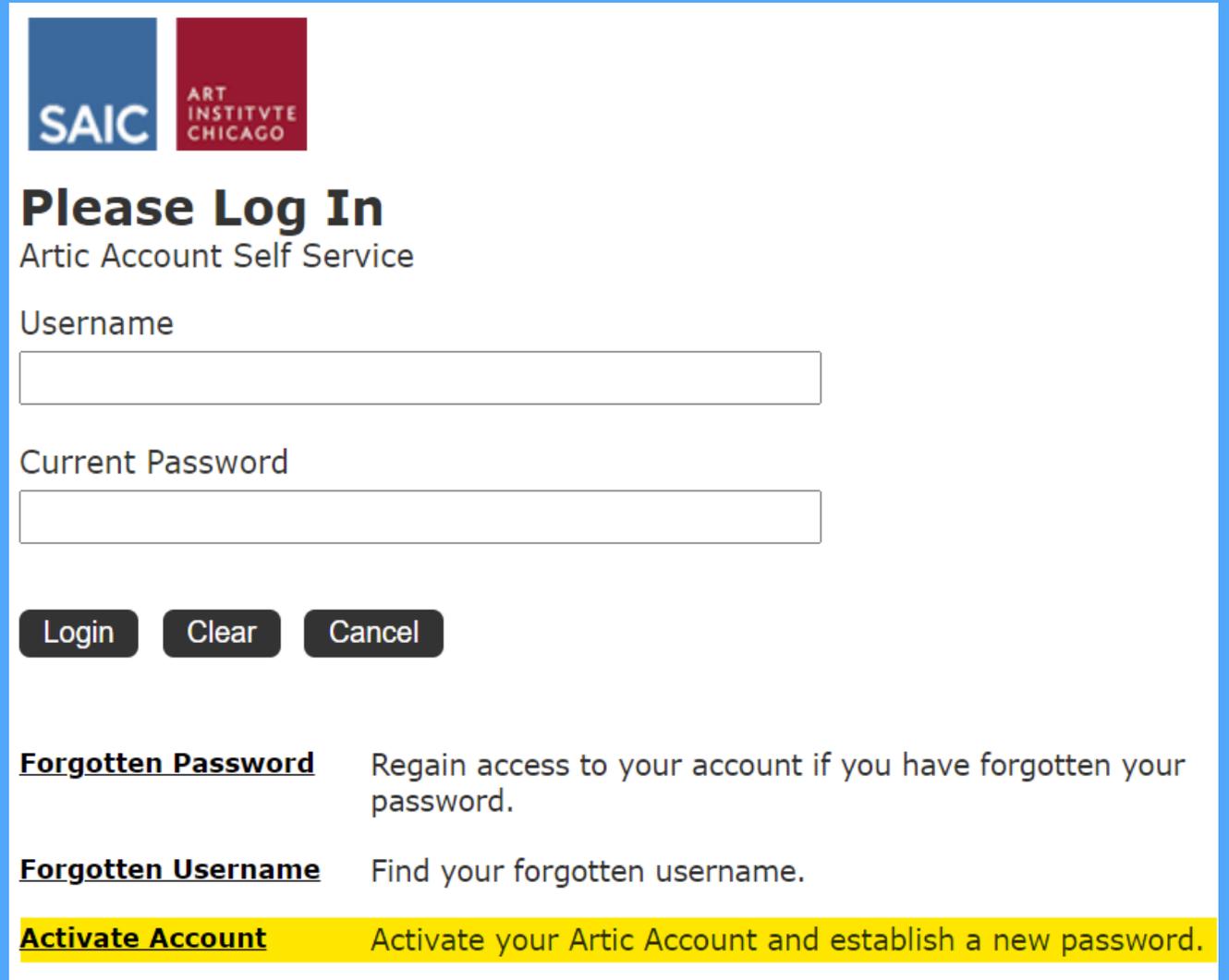


# Activate Your ARTIC Account

Visit [password.artic.edu](https://password.artic.edu)

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

**Your login is automatically assigned. You will create your own password. Passwords must be alphanumeric and at least 6 characters.**



**SAIC** **ART INSTITUTE CHICAGO**

## Please Log In

Artic Account Self Service

Username

Current Password

[Login](#) [Clear](#) [Cancel](#)

**Forgotten Password** Regain access to your account if you have forgotten your password.

**Forgotten Username** Find your forgotten username.

**Activate Account** Activate your Artic Account and establish a new password.





# Access Your SAIC Email and Self-Service

Visit [saic.edu/students](https://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](mailto:helpdesk@artic.edu).

## Students

### Quicklinks



Self-Service  
(register, change address, etc.)



Google Apps  
(Gmail, docs, calendar, etc.)



# Read emails from **saic.sfs@saic.edu**



Students will be sent timely emails regarding:

- **Financial Aid Award Offer notifications**
- **Financial Aid Award Offer update/revision notifications**
- **Notice of Statements/Invoices available on Self-Service**
- **Request for additional documentation if needed**
- **Reminders to submit Financial Aid Applications**
- **Other important reminders and updates**

**Students, you may want to create a forwarding rule to parents or spouses helping you manage your account.**



Students access  
Self-Service at  
[saic.edu/students](http://saic.edu/students).



# Financial Aid Account: Sample Estimated Cost of Attendance

Students access Cost of Attendance at Financial Aid Account via Self-Service.

The screenshot displays a web interface for a student's Financial Aid account. The top navigation bar includes a back arrow to 'Student Homepage' and the title 'Financial Aid'. Below this, the academic year '2025-2026' is shown with a 'Change' button. A left-hand sidebar menu lists various options: Awards, Summary, Financial Aid Summary, Need Summary, Cost of Attendance (highlighted in green), and Student Aid Index. The main content area is titled 'Estimated Cost of Attendance' and features a 'Display' dropdown menu set to 'Fall 2025'. A table below lists seven categories with their respective amounts, totaling 37,777.00. A note at the bottom states that the currency is US Dollar and that the information is a breakdown used for determining the cost of attendance.

Category	Amount
Books	915.00
Fees	335.00
Housing & Food	5,365.00
Loan Fees	37.00
Personal Expenses	1,500.00
Transportation	1,005.00
Tuition	28,620.00
<b>Total</b>	<b>37,777.00</b>

Currency used is US Dollar

This information is a breakdown of the categories and amounts used in determination of your cost of attendance for this award year.

# Financial Aid Account: Sample Awarded Aid

Students access Awards at Financial Account via Self Service.

The screenshot displays a web interface for a student's Financial Aid account. The top navigation bar includes a back arrow, 'Student Homepage', the title 'Financial Aid', a home icon, and a menu icon. Below the navigation bar, the academic year '2025-2026' is shown with a 'Change' button. A left sidebar menu contains 'Awards', 'Summary' (highlighted), 'Financial Aid Summary', 'Need Summary', 'Cost of Attendance', and 'Student Aid Index'. The main content area is titled 'Award Summary' and shows two summary rows: 'Enrolled Credit Hours' at 15.00 and 'Fin Aid Credit Hours Awarded for' at 15.00. Below this is a table with a 'Display' button, a dropdown menu set to 'Fall 2025', and a '2 rows' indicator. The table has two columns: 'Award Description/Category' and 'Award'. It lists two awards: 'Davis United World College Sch Grant' for 5,000.00 and 'SAIC Distinguished Sch-Fall Scholarship' for 5,000.00. A 'Totals' row shows a total award of 10,000.00. A note at the bottom states 'Currency used is US Dollar' and provides a link for 'Account Balance'. A disclaimer at the very bottom explains that the aid is based on a review of the Free Application for Federal Student Aid and is intended to help cover the gap between the student's ability to pay and college costs.

Award Description/Category	Award
Davis United World College Sch Grant	5,000.00
SAIC Distinguished Sch-Fall Scholarship	5,000.00
<b>Totals</b>	<b>10,000.00</b>

Currency used is US Dollar

[Account Balance](#)

Based on review of your Free Application for Federal Student Aid you have been awarded the listed aid. It is intended to help you fill the gap between your ability to pay, your expected Student Aid Index or SAI, and college costs, or the cost of attendance or COA. Additional loan funding may be available, contact the Financial Aid Office for more information.

# Financial Account

Students access Financial Account via Self-Service.

The screenshot shows a web interface for a student's financial account. At the top, there is a dark blue header with a 'Back' button on the left, the title 'Account Balance' in the center, and a home icon and a three-dot menu icon on the right. Below the header is a left-hand navigation menu with three items: 'Account Balance' (highlighted in green), 'Charges Due', and 'Payment History'. The main content area has a sub-header 'eRefund/Direct Deposit Status Enrolled/Available'. Below this, there is a blue button labeled 'Statement of Accounts'. A paragraph of text explains that clicking this link will send a PDF statement of the last 24 months of tuition and fees to the student's SAIC email, and that statements older than 24 months should be requested from the Student Financial Services office. Below this text is another blue button labeled 'Transact'. A larger paragraph of text instructs users to turn off their pop-up blocker and provides details on how to use the 'Transact' button for various payment methods: wire transfer, eWallet, ACH (electronic check), or credit card. It also mentions that users can set up parents and others as 'Payers' to view eBills, 1098-Ts, make payments, etc., and that they can enroll in a Payment Plan, Direct Deposit Refunds (eRefunds), and set up Automatic Payments. A horizontal line separates this section from the 'International Payments' section below. This section is titled 'International Payments' and states that SAIC is partnered with three payment processors to offer international students options for exchange rates on wire transfer, eWallet, and credit card transactions. It lists three processors: 'Convera' (with a note to click the Transact button above), 'Flywire' (with a note to click the Transact button above), and 'PayMyTuition' (with a 'Click Here' link).

< Back Account Balance

Account Balance

Charges Due

Payment History

eRefund/Direct Deposit Status Enrolled/Available

Statement of Accounts

Click this link to have a PDF statement of the last 24 months of your Tuition and Fees account sent to your SAIC email. If you would like a statement that is more than 24 months past, please contact the Student Financial Services office for a hard copy statement to be mailed to you or to be provided to our Front Desk to be picked up. Requested statements cannot be emailed by staff.

Transact

PLEASE TURN OFF YOUR POP-UP BLOCKER. Click this button to make electronic deposits and payments by wire transfer, eWallet, ACH (electronic check) or credit card. You can also set up parents and others as "Payers" (to view eBills, 1098-Ts, make payments, etc.), enroll in a Payment Plan, enroll in Direct Deposit Refunds (eRefunds) and set-up Automatic Payments.

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**International Payments**

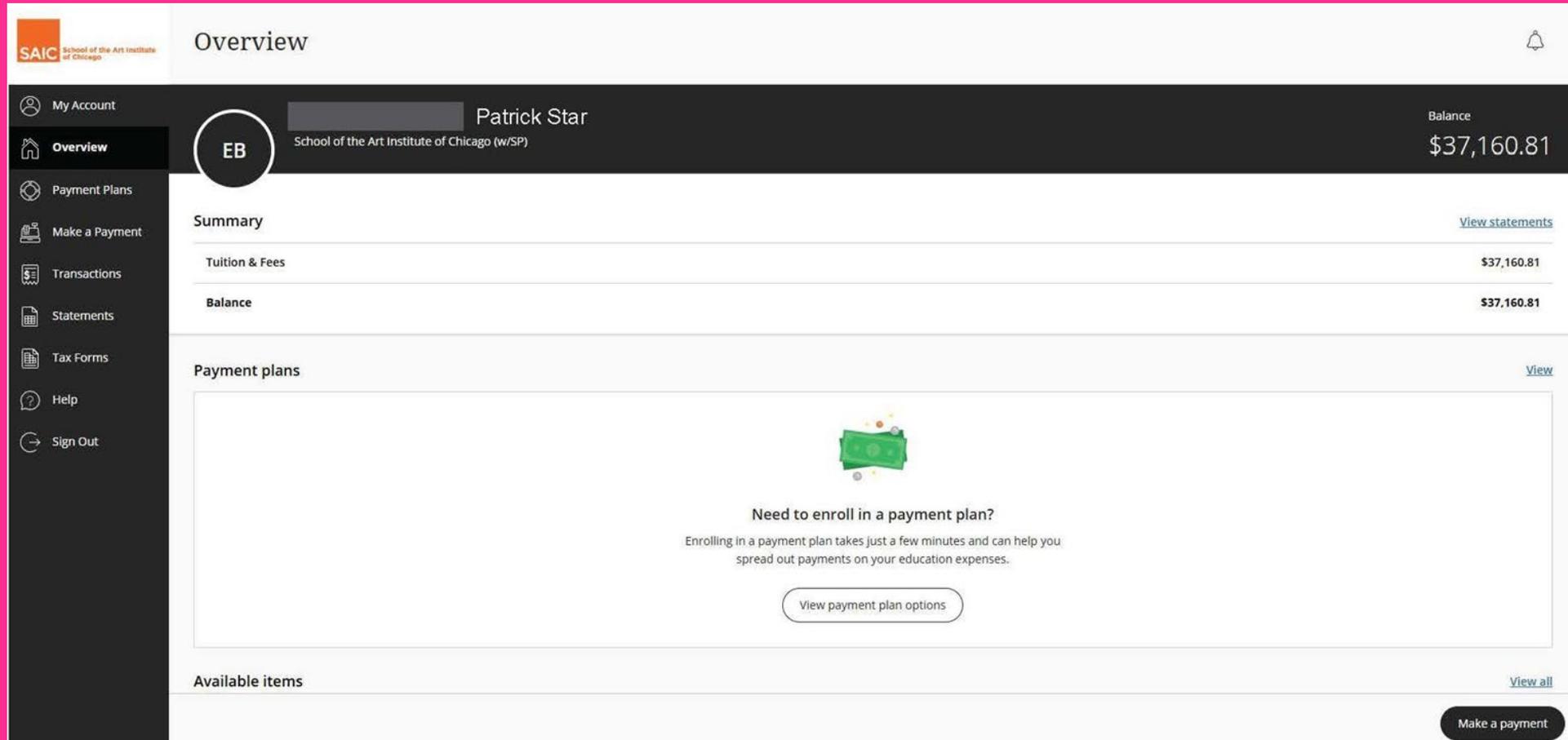
SAIC is partnered with 3 payment processors so that international students have an option in exchange rates for wire transfer, eWallet and credit card transactions. You may want to compare rates for each.

**Convera** - Click on the Transact button above

**Flywire** - Click on the Transact button above

**PayMyTuition** - [Click Here](#)

## Students access TRANSACT via Financial Account in Self-Service.



The screenshot shows the 'Overview' page for a student's financial account. The user is identified as Patrick Star, a student at the School of the Art Institute of Chicago (w/SP). The account balance is \$37,160.81. The page includes a navigation menu on the left with options like 'My Account', 'Overview', 'Payment Plans', 'Make a Payment', 'Transactions', 'Statements', 'Tax Forms', 'Help', and 'Sign Out'. The main content area is divided into sections: 'Summary' with a table of Tuition & Fees and Balance, both at \$37,160.81; 'Payment plans' with a promotional message and a 'View payment plan options' button; and 'Available items' at the bottom. A 'Make a payment' button is located in the bottom right corner.

Category	Amount
Tuition & Fees	\$37,160.81
Balance	\$37,160.81

**ACH Payment  
Fee = 0%**

**Domestic Credit  
Card Payment  
Fee = 2.95%**

**International  
Credit Card  
Payment Fee  
= 4.25%**





# Authorized Payers and Direct Deposit

Students access My Account at TRANSACT via Self-Service.

The screenshot displays a user interface for a student account. At the top, the letters "ST" are prominently displayed. Below this, the user is identified as "Sample Student" from the "School of the Art Institute of Chicago (w/SP)".

The page is organized into several sections:

- Basic information:** A single field shows the name "Sample Student".
- Payment methods:** A list of three cards: "My Card 1 (\*\*\*\* 000)" with an American Express logo, "My Card 2 (\*\*\*\* 0000)" with a Visa logo, and "My Card 3 (\*\*\*\*\*0000)". Each card has an edit icon. Below the list is a link to "Add payment method".
- Payers:** A section titled "Payers" with the instruction "Do you know someone that would like to help you pay? Invite them to have access to your account!". It includes a "Parent Name" field with an edit icon and a link to "Send a payer invitation".
- Direct deposit refunds:** A section titled "Direct deposit refunds" with the text "Receive refunds and disbursements faster with direct deposit." It includes a "General Refunds" field with an edit icon and a sub-entry for "My Checking Acc (\*\*\*\*0000)".





# Mailed Payment Options

Include the  
Student's Name  
and SAIC ID#

## Checks by Mail

SAIC Bursar's Office  
37 S. Wabash Ave, suite 245  
Chicago, IL 60603

## 529 Plan or Outside Scholarship Payments

SAIC Student Financial Services  
*Attn: Outside Scholarship OR 529 Plan Administrator*  
36 S. Wabash Ave, suite 1200  
Chicago IL 60603



# 529 Qualified Education Plan Payment Request

## 529 Plan Payments

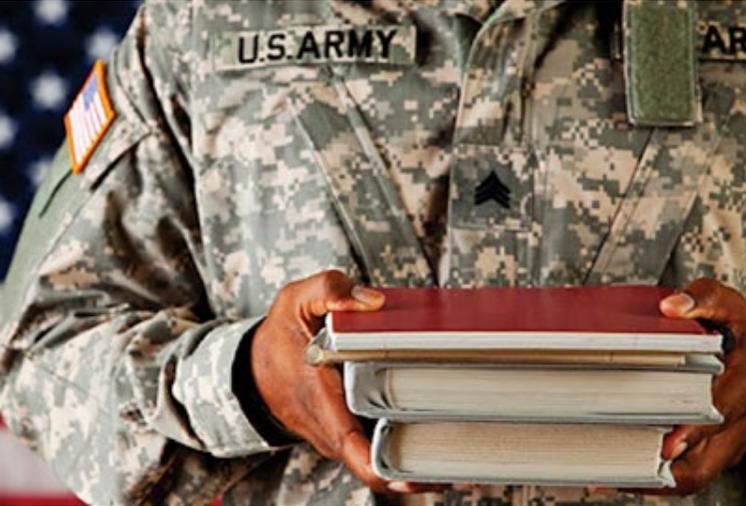
*SAIC Student Financial Services  
Attn: 529 plan Administrator  
36 S. Wabash Ave, suite 1200  
Chicago IL 60603*

**Include the  
Student's Name  
and SAIC ID#**

Term	Date to Request Funds from the 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



# Veteran Benefits



Submit your Certificate of Eligibility to the Registrar by July 1.

- **The Montgomery GI Bill (Chapter 30)**
- **The Dependents Educational Assistance Program (Chapter 35)**
- **The Vocational Rehabilitation Program (Chapter 31)**
- **The Selected Reserve Educational Assistance Program (Chapter 1606)**
- **The Post 9/11 GI Bill, including the Yellow Ribbon Program**

To determine your eligibility for veteran's benefits, please visit the VA website at [gibill.va.gov](https://gibill.va.gov), or contact them at 1.888.GIBILL1 (442.4551).



# Payment Guides

## PAYMENT GUIDE AND INSTRUCTIONS

Domestic 2025-2026

SCHOOL OF THE ART INSTITUTE OF CHICAGO 



## PAYMENT GUIDE AND INSTRUCTIONS

International 2025-2026



Breanna Moldoch, Pushed to the Limit

### ACCESSING SELF-SERVICE SAIC.EDU/SELFSERVICE

- **Step A:** Sign into Self-Service at [saic.edu/selfservice](https://saic.edu/selfservice).
- **Step B:** Click on "Student Homepage" at the top of the page.
- **Step C:** Go to "Financial Account" to request your Statement of Account (after July 10 for Fall 2025), view your account activity and access Transact to make electronic payments, enroll in payment plans, and view electronic bills (eBills).\*\* Go to "Financial Aid" to view your financial aid and "Other Services" to request a financial aid refund advance.

\* If you need assistance logging into Self-Service, go to [password.aitc.edu](https://password.aitc.edu) or contact the CRIT department by telephone at 312-345-3535 or email at [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu).

\*\* For family members who do not have access to Self-Service, but need to access Transact, students can set up a Payer account to allow them to make payments on their behalf.

### TIPS FOR PARENTS

- **IMPORTANT! Receiving emails from Student Financial Services**  
You will want your student to set up their SAIC email account with a filter to forward all emails from Student Financial Services to your email. Instructions as follows:

#### 1. Add Parent Email Address For Forwarding and Confirmation:

In the student's SAIC email account, go to Settings > See All Settings > Forwarding and POP/IMAP > Add Forwarding Address (bottom). 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 and will have a confirmation link that the parent will need to click to confirm.

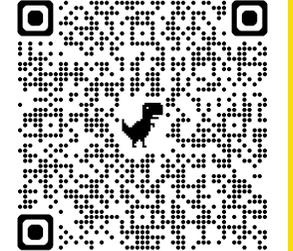
#### 2. Set Up Filter:

(This is to make sure parents only receive emails from Student Financial Services. Otherwise, parents will be receiving ALL the emails the student receives.)

Select which emails to forward by creating a filter at Settings > See All Settings > Filters and Blocked Addresses > Create a new filter. Add

[saic.sfs@saic.edu](mailto:saic.sfs@saic.edu) in the "From" field and click "Create Filter." Once your parent has confirmed their email address as instructed previously in Step 1, you will then be able to select which email address to forward the student's SFS emails 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 if they do not choose to set up automatic forwarding to parents as instructed above.
- **Account Statement:** Students can request these in Self-Service at any time. The request sends a PDF statement of transactions for the last 2 years with the current balance and anticipated financial aid to the student's SAIC email. It looks much like the monthly eBills.
- **Transact:** It is very important that your student sets you up as a Payer. You will then have access to view monthly eBills, past Transact payments, account balances and access annual 1098-T tax forms (if eligible) without needing to log into Self-Service.
- **Finances and FERPA:** It is very important that your student has given Student Financial Services permission to discuss their finances with you by completing a FERPA form at [saic.edu/ferpa](https://saic.edu/ferpa).



SCHOOL OF THE ART INSTITUTE OF CHICAGO 



# Billing and Payment Due Dates

	BILL AVAILABLE	PAYMENT DUE
Fall	<b>JULY 15</b>	<b>AUGUST 15</b>
Winter	November 15	December 15
Spring	December 15	January 15
Summer	April 15	May 15

**PAYMENT  
DUE!**





# Award Notification Email

Informs you that your **Financial Aid Award** is available for you to view on Self-Service.

Includes the **Figure Your Cost Worksheet** to help students determine estimated costs and payment arrangements

**Financial Aid Award Guide** and Instructions will also be included.

Students may still complete a 2025-2026 FAFSA at [StudentAid.gov](https://StudentAid.gov).

The Federal Department of Education may take 3 days to process and send your FAFSA to SAIC.

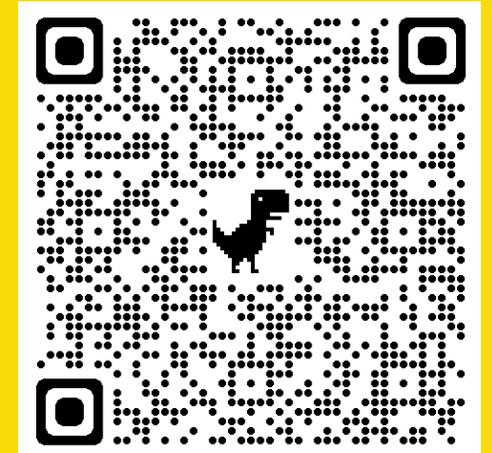
Within 10 business days of SFS receiving your completed FAFSA, we will email you an Award Notification to your SAIC email account.



# Enrolling Outside the Standard Hours of Enrollment

Students are initially awarded Financial Aid for the Fall/Spring terms based on Standard Credit Hour Enrollment for their program.

- Calculate a Financial Aid Estimate
- Submit an Early Aid Adjustment Request



[saic.edu/fa\\_adjust](https://saic.edu/fa_adjust)





# Financial Aid Appeals

## Examples:

- Change in employment status or income.
- Unusually high medical expenses paid and not covered by health insurance
- Unusual dependent care expenses

*If you feel you have Special Circumstances, visit [saic.edu](https://saic.edu) and search “Appeals” for more information. Schedule an appointment with an advisor if you need additional guidance.*



# SFS Checklist

## Fall 2025-Spring 2026 Student Financial Services Checklist

This will help students stay on task



[saic.edu/sfs](https://saic.edu/sfs)

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

**FALL 2025-SPRING 2026**  
Student Financial Services Checklist

Use this checklist to ensure you have completed all the necessary steps to finance your education each semester.

**ALL STUDENTS**

DUE DATE	TASK	DETAILS
Upon Enrollment	<input type="checkbox"/> Outside Scholarships – Send info and documents (if receiving)	Send to Student Financial Services
June 1, 2025	<input type="checkbox"/> Complete the "Figure Your Cost" budgeting worksheet	<a href="https://saic.edu/fig">saic.edu/fig</a>
	<input type="checkbox"/> Invite your parent, guardian or spouse to be a Payer on Transact	Self Service > Student Homepage > Financial Account > Transact > My Account
July 15, 2025	<input type="checkbox"/> Request 529/College Plan Payments from provider – send to SFS only	Send to Student Financial Services
August 1, 2025	<input type="checkbox"/> Review your student account and request an Account Statement	Self Service > Student Homepage > Financial Account > Statement of Account
	<input type="checkbox"/> Enroll in a payment plan each semester (if desired)	Self Service > Student Homepage > Financial Account > Transact
	<input type="checkbox"/> Enroll in Auto-Payment each semester (if enrolled in a payment plan)	Self Service > Student Homepage > Financial Account > Transact
August 15, 2025	<input type="checkbox"/> Submit a FERPA form to allow SFS to communicate your finances with parents/others	See details and FERPA form at <a href="https://saic.edu/ferpa">saic.edu/ferpa</a>
	<input type="checkbox"/> Enroll in Direct Deposit Refund (if expecting an advance or refund)	Self Service > Student Homepage > Financial Account > Transact > My Account > Direct Deposit Refunds
	<input type="checkbox"/> Financial Aid Advance requests begin (if eligible for a refund)	Self Service > Student Homepage > Other Services > Financial Aid Advance Request
	<input type="checkbox"/> Review in Student Connections SAIC's Financial Literacy/Loan Management Program	<a href="https://www.whitney.org">www.whitney.org</a>
	<input type="checkbox"/> FALL 2025 Payment Due Date: Pay Balance Due in Full or Complete All Payment Arrangements Needed for the Balance Due	Full payment, payment plan or complete all financial aid steps required to pay your tuition and fee charges must be completed to confirm your enrollment. Do this to avoid late fees and holds.
September 1, 2025	<input type="checkbox"/> Submit SAIC Health Insurance Waiver or Request – Online only	See <a href="https://saic.edu/healthinsurance">saic.edu/healthinsurance</a> for details

**FINANCIAL AID RECIPIENTS**

DUE DATE	TASK	DETAILS
Upon Receipt	<input type="checkbox"/> Read your entire financial aid offer packet	Award Offer, Award Guide, and included documents
	<input type="checkbox"/> Confirm your financial aid offer matches your enrollment (if receiving aid)	Self-Service
June 1, 2025	<input type="checkbox"/> Complete Federal Verification steps (for those selected)	Missing Information Letter, Award Guide, Self Service > Student Homepage > "To Do List"
July 1, 2025	<input type="checkbox"/> Cancel or decline Federal Direct Stafford Loans offer if not desired or <input type="checkbox"/> Complete Federal Direct Stafford Loans steps to accept the loan offer	Send email to: <a href="mailto:saic_sfs@saic.edu">saic_sfs@saic.edu</a> Award Guide, and <a href="https://saic.edu/loansteps">saic.edu/loansteps</a>
	<input type="checkbox"/> Complete Federal Direct PLUS Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required <a href="https://saic.edu/loansteps">saic.edu/loansteps</a>
	<input type="checkbox"/> Complete Private Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required <a href="https://saic.edu/loansteps">saic.edu/loansteps</a>
If Approved for a Federal Direct PLUS Loan with an Endorser	<input type="checkbox"/> Complete Federal Direct PLUS Credit Counseling requirement: Parents & Graduate students approved for a Federal PLUS Loan, with an endorser or an approved appeal by the Dept. of Education.	Award Guide, PLUS Denial options <a href="https://saic.edu/loansteps">saic.edu/loansteps</a>
July 9, 2025	<input type="checkbox"/> Review your financial aid offer online in Self-Service	Self Service > Student Homepage > Financial Aid
August 15, 2025	<input type="checkbox"/> Complete all FALL 2025 Financial Aid Steps, if not already completed	All steps required to complete your financial aid including loan steps and submitting final documents to SFS office.

**PAYMENT DUE DATES** - Full payment or payment arrangements\* are due each semester by the following due dates.

TERM	DUE DATE
FALL	August 15 <sup>th</sup>
SPRING	January 15 <sup>th</sup>

\* Complete payment arrangements are defined as any combination of the following that satisfies the balance due on a student account:

- Personal and third-party payments credited to the student's account.
- Enrollment in a payment plan with the first payment credited to the student's account.
- Financial aid arrangements: All requested paperwork submitted to SFS. All loan steps completed and credit approved (if applicable).

11.23.2025





# Financial Literacy

## SAIC has partnered with Student Connections

Go to [whichway.org](https://www.whichway.org) and select "Register now"!

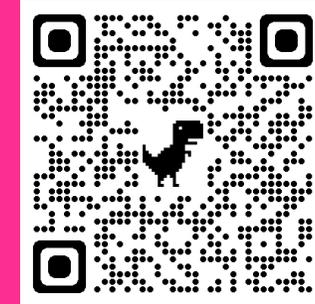
- Budgeting
- Managing Debt
- Paying for College
- Applying for Financial Aid
- Understanding Credit
- Managing and Repaying Student Loans





# Zoom and Phone Appointments with SFS Advisors

Students can schedule appointments via the [Navigate Student App](#).



Parents can schedule appointments via [Acuity](#) at [saic.edu/sfs](http://saic.edu/sfs).



*Once the semester begins a FERPA Release Form must be on file with the Registrar to discuss student account specific information with parents.*





# Contact Us!

## SAIC Student Financial Services

36 S. Wabash Ave., Suite 1200  
Chicago, IL 60603

**Monday – Friday**  
**8:30 am – 4:30 pm (CST)**

**EMAIL:** [saic.sfs@saic.edu](mailto:saic.sfs@saic.edu)

**PHONE:** 312.629.6600

**ZOOM:** Navigate

**WEBSITE:** [saic.edu/SFS](http://saic.edu/SFS)

**FACEBOOK:**  
[www.facebook.com/SAICsfs](http://www.facebook.com/SAICsfs)





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