

**Thank you for
joining us tonight!**

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

**SCHOOL
OF THE ART
INSTITUTE OF
CHICAGO** 

Final Steps

You Are Almost Here

**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:

- Spouse
- Partner
- Parent
- Guardian
- Other support person



SAIC School of the Art Institute of Chicago

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 1450 Email: saic.registrar@saic.edu
Chicago, IL 60603

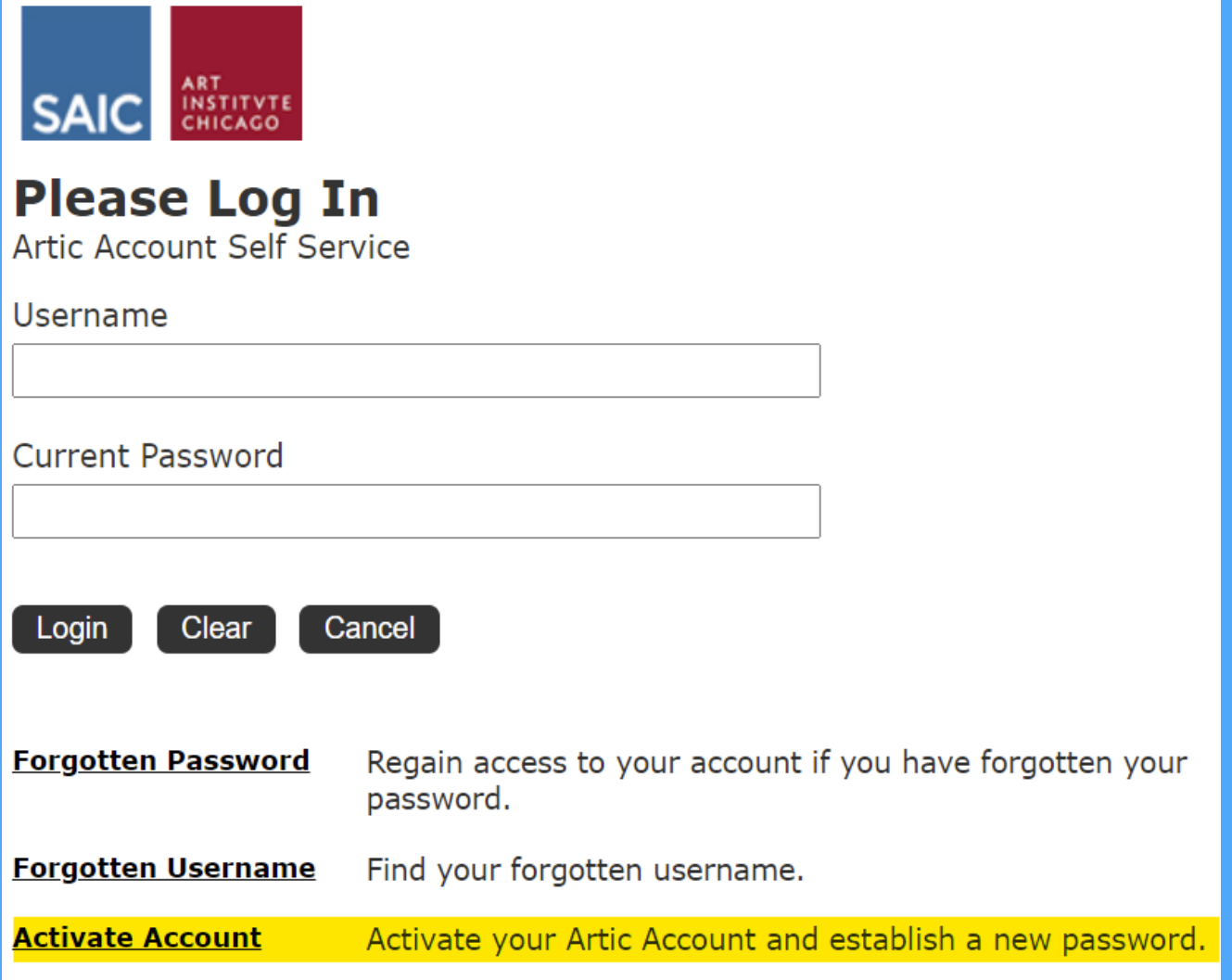
saic.edu/FERPA

Activate Your ARTIC Account



Visit 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.



The screenshot shows the ARTIC Account Self Service login page. At the top, there are two logos: SAIC (a blue square with white text) and ART INSTITUTE CHICAGO (a red square with white text). Below the logos, the heading "Please Log In" is displayed in a large, bold, black font, followed by the subtitle "Artic Account Self Service" in a smaller, regular black font. There are two input fields: "Username" and "Current Password", both with light gray borders. Below the input fields are three buttons: "Login", "Clear", and "Cancel", all in a dark gray color. At the bottom, there are three links: "Forgotten Password" (with a description: "Regain access to your account if you have forgotten your password."), "Forgotten Username" (with a description: "Find your forgotten username."), and "Activate Account" (with a description: "Activate your Artic Account and establish a new password."). The "Activate Account" link and its description are highlighted with a yellow background.

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 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.

Students

Quicklinks



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



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

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



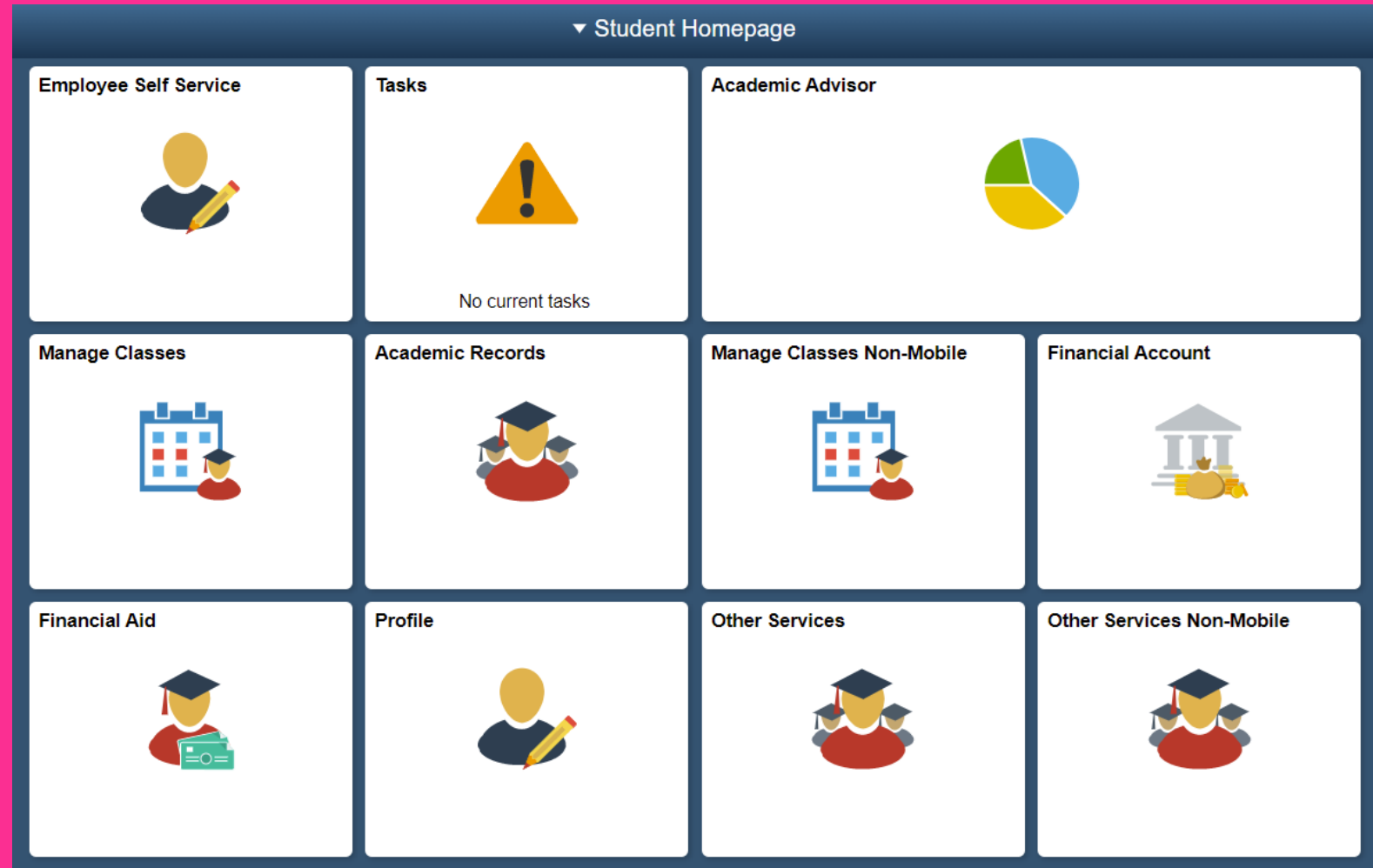
Students will be sent timely emails regarding:

- **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 Google email forwarding rule to others (Spouse, Partner, Parent) helping you manage your account.

Self-Service

Students access
Self-Service at
saic.edu/students.



Financial Aid Account:

Sample Estimated Cost of Attendance

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

< Student Homepage

Financial Aid

2025-2026

Change

Awards

Summary

Financial Aid Summary

Need Summary

Cost of Attendance

Student Aid Index

Estimated Cost of Attendance

Display Fall 2025

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
Total	37,777.00

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.

EXAMPLE

EXAMPLE

Financial Aid Account:

Sample Awarded Aid

Students access Awards at Financial Account via Self Service.

< Student Homepage

Financial Aid

⌂ ⋮

2025-2026

Change

Awards

Summary

Financial Aid Summary

Need Summary

Cost of Attendance

Student Aid Index

Award Summary

Enrolled Credit Hours15.00

Fin Aid Credit Hours Awarded for15.00

Display

Fall 2025

2 rows

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

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.

EXAMPLE

Financial Account

Students access Financial Account via Self-Service.

[< Back](#)
Account Balance
🏠 ⋮

Account Balance Charges Due Payment History	<p style="text-align: right; margin-bottom: 10px;">eRefund/Direct Deposit Status Enrolled/Available</p> <div style="background-color: #003366; color: white; text-align: center; padding: 5px; width: fit-content; margin: 0 auto;">Statement of Accounts</div> <p>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.</p> <div style="background-color: #003366; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">Transact</div> <hr/> <p>International Payments</p> <p>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.</p> <p>Convera - Click on the Transact button above</p> <p>Flywire - Click on the Transact button above</p> <p>PayMyTuition - Click Here</p>
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Students access TRANSACT via Financial Account in Self-Service.

SAIC

School of the Art Institute of Chicago

Overview

My Account

Overview

Payment Plans

Make a Payment

Transactions

Statements

Tax Forms

Help

Sign Out

EB

Patrick Star

School of the Art Institute of Chicago (w/SP)

Balance

\$37,160.81

Summary

Tuition & Fees

\$37,160.81

Balance

\$37,160.81

Payment plans

Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

View payment plan options

Available items

Make a payment

View statements

View

View all

EXAMPLE

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.

ST

EXAMPLE







Sample Student

School of the Art Institute of Chicago (w/SP)

Basic information



Name	Sample Student
------	----------------

Payment methods

My Card 1 (**** 000)		
My Card 2 (**** 0000)		
My Card 3 (*****0000)		
<div> Add payment method</div>		


Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

Parent Name	
<div> Send a payer invitation</div>	

Direct deposit refunds

Receive refunds and disbursements faster with direct deposit.

General Refunds	
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

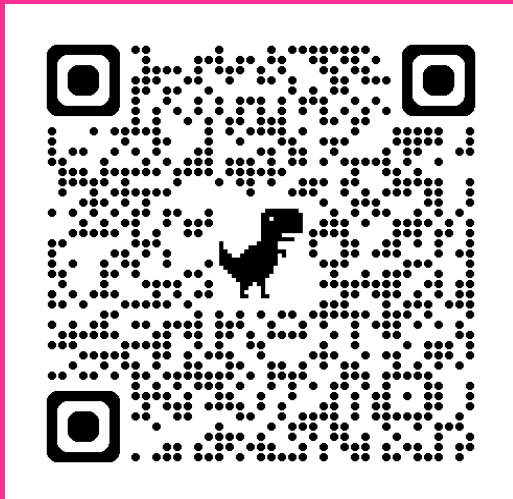
529 Plan Payments

*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, 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.
- 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@saic.edu or contact the CRIT department by telephone at 312-345-3535 or email at 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.

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.

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 (button). 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

SCHOOL OF THE ART INSTITUTE OF CHICAGO 



Billing and Payment Due Dates

	BILL AVAILABLE	PAYMENT DUE
Fall	JULY 15	AUGUST 15
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**.

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.

Student Loan Steps

Fall 2025-Spring 2026

If you have been offered Federal Direct Student Loan, please be sure to complete the required steps NOW to secure these loans.

- Federal Direct Unsubsidized Loan (Stafford)
- Federal Direct Graduate PLUS Loan – Credit Based
or
- Private Educational Loans – Credit Based

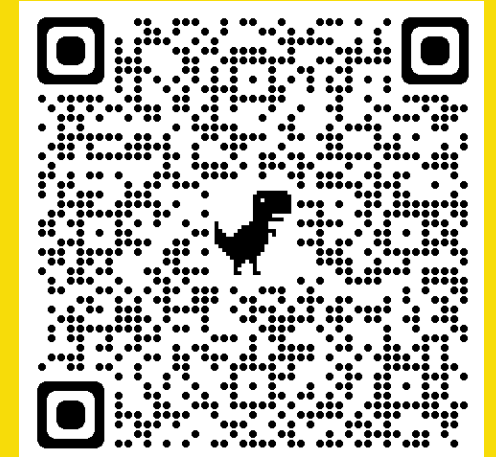
saic.edu/loans



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

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 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



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	saic.edu/fyc
	<input type="checkbox"/> Invite your parent, guardian or spouse to be a Player 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 saic.edu/ferpa
	<input type="checkbox"/> Enroll in Direct Deposit Refund (if expecting a refund 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	www.whofirst.org
	<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 saic.edu/healthinsurance 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: saic_sfs@saic.edu Award Guide, and saic.edu/loansteps
	<input type="checkbox"/> Complete Federal Direct PLUS Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required saic.edu/loansteps
	<input type="checkbox"/> Complete Private Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required saic.edu/loansteps
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 saic.edu/loansteps
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 th
SPRING	January 15 th

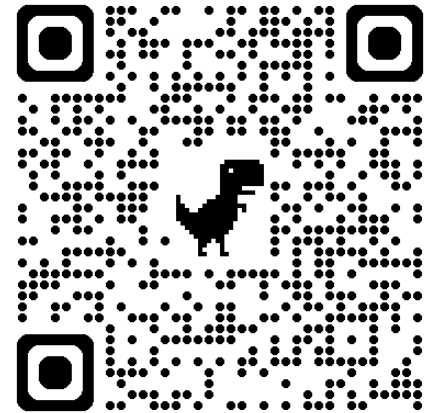
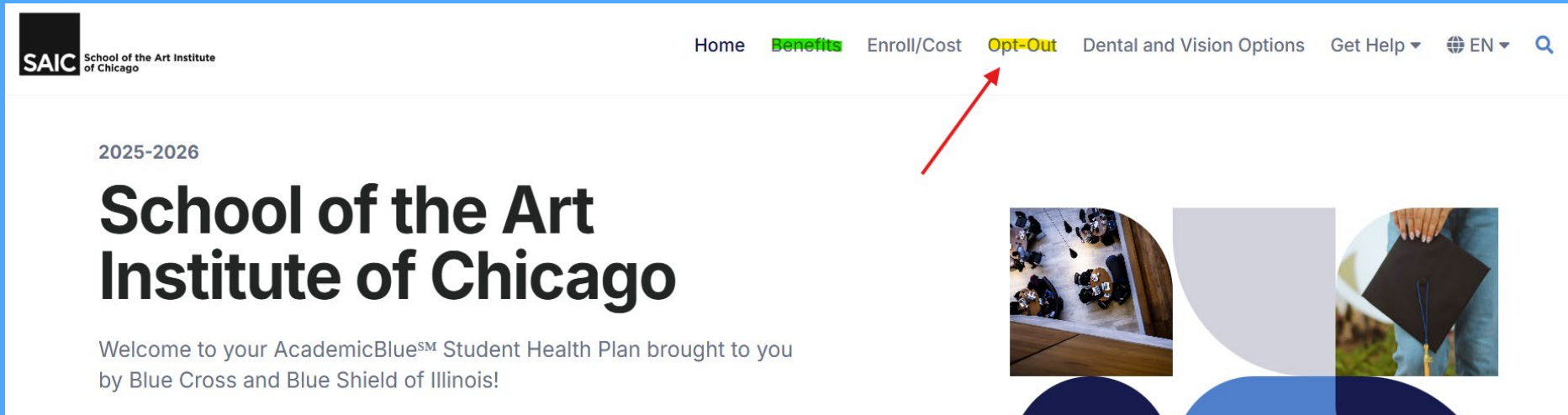
* Complete payment arrangements are defined as any combination of the following that satisfies the balance due on a student account:

- 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).

SFS Health Insurance

Fall 2025-Spring 2026

- Health insurance coverage is required and charged to all full-time domestic and all international students. **\$1,850** per Semester (Fall/Spring).



saic.myahpcare.com

CTA U-Pass

The Chicago Transit Authority (CTA) allows eligible students to opt in or out of the U-Pass program each semester.

- To opt in or out, you must respond to the official email sent to your SAIC email address.
- If you do not receive a response regarding your U-Pass, please contact the ARTICard office directly.



Advances and Refunds

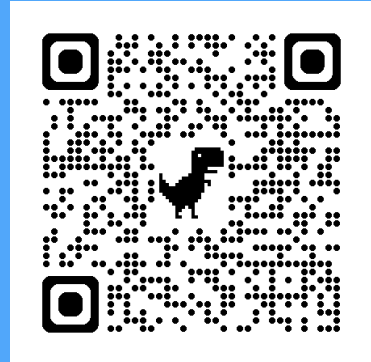
Advance Requests

- Can be submitted the 15th before the beginning of each semester.
- Advances are 50% of an anticipated credit balance up to \$2,000.
- Student's must have completed necessary financial aid acceptance and have an anticipated credit balance to receive any funds.



Refund Requests

- Refunds in full of any credit balance will not be available until after the Add/Drop period.
- Class attendance must be confirmed with the Registrar's Office.
- Please send us an email to request your refund after the Add/Drop period to help expedite the process if funds are needed.



Sign up for eRefunds via your Transact account to expedite the refund directly to your bank account.



Financial Literacy

SAIC has partnered with Student Connections

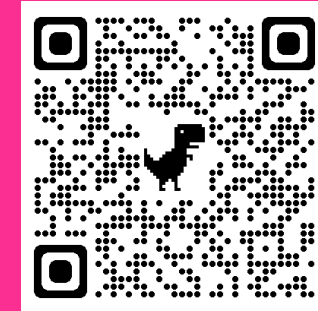
Go to whichway.org and select "Register now"!

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

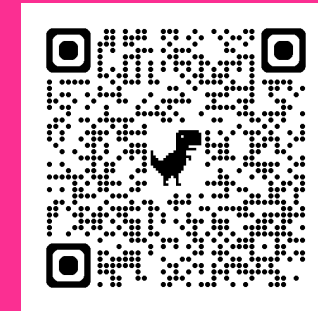


Zoom and Phone Appointments with SFS Advisors

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



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



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

PHONE: 312.629.6600

ZOOM: Navigate

WEBSITE: saic.edu/SFS

FACEBOOK:
www.facebook.com/SAICsfs

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.