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:

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



SAIC	School of the Art institute of Chicago

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)	
I consent to the disclosure of any personally identifiable information fr the disclosure of any of my education records. I consent to disclosure of personally identifiable information from the the disclosure of such records (please specify records):	ollowing education records and/or
□ consent to the disclosure of any personally identifiable information fr the disclosure of any of my education records. □ I consent to disclosure of personally identifiable information from the the disclosure of such records (please specify records):	ollowing education records and/or
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Consent to the disclosure of any personally identifiable information in the disclosure of any of my education records. Consent to disclosure of personally identifiable information from the the disclosure of such records (please specify records): Section D: Purpose for which the information may be disclosed (check or The purpose of the disclosure is for general information. If your purpose is not for general information, please state the purpose SECTION E: Certification Furding Signature	iollowing education records and/or

Please return this completed form to:

ffice of Registration and Records	Fax: (312) 629-6701
6 S. Wabash Room 1450	Email: saic.registrar@saic.edu
hicago, 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.

SAIC ART INSTITUTE CHICAGO	
Please Log I Artic Account Self Ser	n vice
Username	
Current Password	
Login Clear C	ancel
Forgotten Password	Regain access to your account if you have forgotten your password.
<u>Forgotten Username</u>	Find your forgotten username.
Activate Account	Activate your Artic Account and establish a new password.

Access Your SAIC Email and Self-Service

Visit <u>saic.edu/students</u> 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.



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 <u>if needed</u>
- Reminders to submit Financial Aid Applications
- Other important reminders and updates

Students, you may want to create a Google email forwarding rule to others (Parent, Spouse, or Partner) 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.

2025-2026 Change		
🙀 Awards 🔹 🔨	Estimated Cost of Attendance	Ex.
Summary		7 rows
Einancial Aid Summany	Display Fall 2025 V	
	Category	Amount
Need Summary	Books	915.00
Cost of Attendance	Fees	335.00
Student Aid Index	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.	

Financial Aid Account: Sample Awarded Aid

Students access Awards at Financial Account via Self Service.

Student Homepage	Financial Aid		<u>ث</u> ا
2025-2026 Change			EXA
Awards ^	Award Summary		MPIN
Summary	Enrolled Credit Hours 15.00		
-	Fin Aid Credit Hours Awarded for 15.00		
Financial Aid Summary ^			2 rows
Need Summary	□ Display Fall 2025 ✓		1
Cost of Attondonco	Award Description/Category	Award	
Student Aid Index	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 be available, contact the Financial Aid Office for more information.	n your ability to pay, your expected Student Aid Index or SAI, and college costs, o	or the cost of attendance or COA. Additional loan funding may

Financial Account

Students access Financial Account via Self-Service.

A Back	Account Balance	ស	
Account Balance	eRefund/Direct Deposit Status Enrolled/Available		
Charges Due	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 of 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	ffice for a	I
	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 vie 1098-Ts, make payments, etc.), enroll in a Payment Plan, enroll in Direct Deposit Refunds (eRefunds) and set-up Automatic Payments.	w eBills,	
	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		

TRANSACT

Students access TRANSACT via Financial Account in Self-Service.

SAIC School of the Art Institute	Overview	¢
My Account	EB Patrick Star School of the Art Institute of Chicago (w/SP)	^{Balance} \$37,160.81
Payment Plans Make a Payment Transactions	Summary Tuition & Fees	View statements \$37,160.81
Statements	Balance	\$37,160.81
 Pelp G→ Sign Out 	Payment plans	View
	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	<u>View all</u>
		Make a payment

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.



Ø

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

Sample Student

ST

Basic information

Name

Payment methods



Payers

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

Parent Name
 Send a payer invitation

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 gibil.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

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: Co to 'Financial Account' to request your Statement of Account (after July 10 for fail 2025), view your account activity and access Transact to make electronic payments, enroll in payment plans, and view electronic bills (Bollish)" Co 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 artic.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.

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 Confirmat

In the student's SAIC email account, go to Settings > See All Settings > Forwarding and FOP(MAP > Add Forwarding Address (button), Add the parent email address that you want SSE 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 Ecowarding 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 s tudent receives)

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



Breanna Moldoch, Pushed to the Limit

Communications: The tuition and fees account and financial aid (if applicable) are legally the student's. Communications are directed to the student's SAC 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.

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	PAYMENT DUE!
	Spring	December 15	January 15	
	Summer	April 15	May 15	

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 Loan(s) (Stafford)
- Federal Direct Parent PLUS Loan Credit Based (Parents ONLY)

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



Examples:

- Change in employment status or income.
- Unusually high medical expenses <u>paid</u> and <u>not covered</u> 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

SAIC	Scho of C	bol of the Art Institute Student	t Financial Services Checklist
	se this	s checklist to ensure you have completed all the necessary step	s to finance your education each semester.
	0	TASK	DETAILS
Upon Enrollment		Outside Scholarships – Send info and documents (if receiving)	Send to Student Financial Services
June 1, 2025	0	Complete the "Figure Your Cost" budgeting worksheet	saic.edu#vc
		Inde your parent outsrifted or soours to be a Payer on Transact	Self Service > Student Homepage > Financial Account > Transa
		nime your parent, guardian or spouse to be a Payer on mansact	My Account
July 15, 2025	\Box	Request 529/College Plan Payments from provider – send to SFS only	Send to Student Financial Services
August 1, 2025	\bigcirc	Review your student account and request an Account Statement	Sell Service > Student Homepage > Financial Account > Statement of Account
	\bigcirc	Enroll in a payment plan each semester (if desired)	Self Service > Student Homepage > Financial Account > Trans
	\bigcirc	Enroll in Auto-Payment each semester (if enrolled in a payment plan)	Self Service > Student Homepage > Financial Account > Trans
August 15, 2025	0	Submit a FERPA form to allow SFS to communicate your finances with parents/others	See details and FERPA form at saic.edu/ferpa
	0	Enroil in Direct Deposit Refunds(if expecting a advance or refund)	Self Service > Student Homepage > Financial Account > Trans > My Account > Direct Deposit Refunds
	\bigcirc	Financial Aid Advance requests begin (if eligible for a refund)	Self Service > Student Homepage > Other Services > Financia Advance Request
	\bigcirc	Review in Student Connections, SAIC's Financial Literacy/Loan Management Program	www.whichway.org
	Ø	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 st required to pay your tuition and fee charges must be completed to confirm your enrollment. Do this to avoid lat fees and holds.
September 1, 2025	O	Submit SAIC Health Insurance Waiver or Request - Online only	See saic.edu/healthinsurance for details
INANCIAL AI	DRE	CIPIENTS	
DUE DATE	U T L	TASK	DETAILS
Upon	\bigcirc	Read your entire financial aid offer packet	Award Offer, Award Guide, and included documents
Recept	0	Confirm your financial aid offer matches your enrollment (if receiving aid)	Self-Service
June 1, 2025		Complete Federal Verification steps (for those selected)	Missing Information Letter, Award Guide, Self Service > Studen Homenane > 'To Do List'
July 1, 2025		Cancel or decline Federal Direct Stafford Loans offer if not desired	Send email to: saic.sts@saic.edu
	\bigcirc	or Complete Federal Direct Stafford Loans steps to accept the loan offer	Award Guide, and saic.edu/loansteps
	O	Complete Federal Direct PLUS Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required saic.edu/loanste
		Complete Private Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required saic.edu/loanste
If Approved for a Federal Direct PLUS Loan with an Endorser		Complete Federal Direct PLUS Credit Counseling requirement: Parents & Graduate students approved for a Federal PLUS Loan, <u>with an</u> <u>enformer</u> or an <u>approved appeal</u> by the Dept. of Education.	Award Guide, PLUS Denial options saic.edu/loansteps
	0	Review your financial aid offer online in Self-Service	Self Service > Student Homepage > Financial Aid
July 9, 2025	<u></u>		

DUE DATE Complete payment arrangements are defined as any combination of the following that satisfies the balance TERM FALL August 15th SPRING January 15th

Personal and third-party payments credited to the student's account

due on a student 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).

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 <u>50% of an anticipated</u>
 <u>credit balance up to \$2,000</u>.
- Student's must have completed necessary financial aid acceptance and have an anticipated credit balance to receive any funds.



Refund Requests

- Refunds <u>in full</u> of any credit balance will not be available until <u>after</u> 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.