

# Steps for Income Tuition Voucher Funding Process

1

Academic unit offers funding to student.

2

Students without a work requirement: when student arrives on campus they must contact academic department ITV coordinator and advise them of tuition fellowship. The academic unit verifies student eligibility for funding (tuition only voucher).

3

Students with a work requirement; when student arrives on campus they should contact academic department ITV coordinator and advise them of assistantship; student initiates process for employment eligibility with Career Management Center (CMC).

4

Academic unit enters stipend voucher after notification of eligibility for employment from CMC. If student does not receive a stipend by September 11 (first pay period) they should contact academic department ITV coordinator.

5

Academic unit enters tuition voucher after the last add/drop date-September 9, 2009 for 09F-when credit hours and total tuition can be verified. Students begin checking their accounts in my.iit to see if tuition is applied to their account. Students must continue checking account throughout this period until tuition is applied. If tuition is not applied timely they must contact their academic department ITV coordinator in case of problem.

6

Voucher is reviewed by all required administrative offices and approved or rejected.

7

Rejected vouchers are returned to the initiating academic unit for further action or communication with student. Students must continue checking their accounts for tuition funding and communicating with academic department ITV coordinator during this period.

8

The academic units have 3 weeks to process tuition vouchers for the semester except for those students funded later in the academic term.

9

Bursar and Payroll process funding as received in approval queues.

10

Tuition credit may not appear on the student account until after all deadlines and approvals occur. Students must not wait until the third week to check their accounts. At this time all students should either have tuition applied or should have talked to academic department ITV coordinator.