

# Student Accounting Spring 2021 Checklist

The Office of Student Accounting is here to help you! Please use the checklist below as a reference guide to keep track of important billing dates throughout the year.

## KEY:

Payment Plans

Billing Dates—E-bills

Late Fee Assessment Dates

Health Insurance Dates

Other Important Deadlines

## STUDENT TO DO LIST

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Set up your parent or guardian as an Authorized User in the TouchNet system (accessible through the MyIIT Portal Finances tab)   | <input type="checkbox"/> Enroll in direct deposit for tuition refunds (accessible through the MyIIT Portal Finances tab)                  | <input type="checkbox"/> Submit a FERPA release form to the Registrar's Office to allow your parent or guardian access to your financial, personal and/or academic information  |
| <input type="checkbox"/> Review our monthly payment plan options and enroll in one that suits your budget   | <input type="checkbox"/> Add alternate email addresses and cell phone numbers to your profile in TouchNet                                 | <input type="checkbox"/> Make a note on your calendar of tuition due dates and the deadline to add and drop courses each term for a refund.   |
| <input type="checkbox"/> Ensure that all financial aid is accepted and paperwork is complete. Contact the Financial Aid office at <a href="mailto:finaid@iit.edu">finaid@iit.edu</a> with questions | <input type="checkbox"/> Decide on a checking and/or savings account, and ask your banker for a record of your routing and account number | <input type="checkbox"/> Make a note on your calendar of the Health Insurance waiver deadline. Contact Student Health and Wellness at <a href="mailto:student.health@iit.edu">student.health@iit.edu</a> with questions |

## SPRING 2021

|                       |   |
|-----------------------|---|
| November 9            | Registration for Spring & Summer classes. Double check bill is paid in full for the Fall term<br><i>(*An outstanding balance will prevent registration for additional terms*)</i> |
| TBD                   | Spring charges available to view on myiit portal  |
| TBD                   | Payment plans available for enrollment  |
| December 28           | Deadline and first payment due for four month payment plan  |
| January 1             | Health insurance waivers available  |
| January 19            | Spring 2021 classes begin   |
| January 27(Tentative) | Last day to Add/Drop classes  |
| January 26            | Health insurance waiver deadline  |
| January 28            | First spring E-Bill available   |
| January 28            | Tuition and fees due. Last day to sign up for tuition remission and tuition deferment   |
| January 28            | Deadline for three month payment plan and payment due for payment plans   |
| February 5            | Late fee assessment   |
| February 22           | Second spring E-Bill available  |
| February 28           | Payment plan payment due  |
| March 5               | Late fee assessment   |
| March 22              | Third spring E-Bill available   |
| March 28              | Final spring payment for payment plans due  |
| April 5               | Late fee assessment   |
| April 26              | Final spring E-Bill available   |
| May 10                | Late fee assessment   |

## SUMMER 2021

|            |   |
|------------|---|
| April 2021 | Registration for summer and fall classes. Double check bill is paid in full for the spring term.<br><i>(*An outstanding balance will prevent registration for additional terms.*)</i> |
| June 2021  | First summer E-Bill available   |
| June 2021  | Tuition and fees due. Last day to sign up for tuition remission and tuition deferment.  |