

# Student Accounting Spring 2022 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 2022

November 8	Registration for Spring & Summer classes. Double check bill is paid in full for the Fall term <i>(*An outstanding balance will prevent registration for additional terms*)</i>
December 10	Spring charges available to view on myiit portal
December 10	Payment plans available for enrollment
December 24	Deadline and first payment due for four month payment plan
December 10	Health insurance waivers available
January 10	Spring 2022 classes begin
January 26	Health insurance waiver deadline
January 22	Last day to Add/Drop classes
January 24	Deadline for three month payment plan and payment due for payment plans
January 24	First spring E-Bill available
January 24	Tuition and fees due. Last day to sign up for tuition remission and tuition deferment
February 9	Late fee assessment
February 24	Payment plan payment due
February 24	Second spring E-Bill available
March 9	Late fee assessment
March 24	Final spring payment for payment plans due
March 24	Third spring E-Bill available
April 9	Late fee assessment
April 24	Final spring E-Bill available
May 9	Late fee assessment

## SUMMER 2022

June-2022	Registration for summer and fall classes. Double check bill is paid in full for the spring term. <i>(*An outstanding balance will prevent registration for additional terms.*)</i>
June-2022	First summer E-Bill available
June-2022	Tuition and fees due. Last day to sign up for tuition remission and tuition deferment.