Student Accounting Office
312.567.3794
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Student Accounting
Spring 2023 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.

STUDENT TO DO LIST

- Set up your parent or guardian as an Authorized User in the TouchNet system (accessible through the MyIIT Portal Finances tab)
- Enroll in direct deposit for tuition refunds (accessible through the MyIIT Portal Welcome tab, click Manage My Account)
- 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
- Review our monthly payment plan options and enroll in one that suits your budget
- Add alternate email addresses and cell phone numbers to your profile in TouchNet
- Make a note on your calendar of tuition due dates and the deadline to add and drop courses each term for a refund.
- Ensure that all financial aid is accepted and paperwork is complete. Contact the Financial Aid office at finaid@iit.edu with questions
- Decide on a checking and/or savings account, and ask your banker for a record of your routing and account number
- Make a note on your calendar of the Health Insurance waiver deadline. Contact Student Health and Wellness at student.health@iit.edu with questions

SPRING 2023

November 7
Registration for Spring & Summer classes. Double check your bill is paid in full for the fall term
(“An outstanding balance will prevent registration for additional terms”)

December 1
Spring charges available to view on myiit portal

December 1
Payment plans available for enrollment

December 6
Health insurance waivers available

December 23
Deadline and first payment due for four month payment plan

January 9
Spring 2023 classes begin

January 21
Last day to Add/Drop classes

January 23
Deadline for three month payment plan and payment due for payment plans

January 23
First spring E-Bill available

January 23
Tuition and fees due. Last day to sign up for tuition remission and tuition deferment

February 9
Health insurance waiver deadline

February 9
Late fee assessment

February 23
Payment plan payment due

February 24
Second spring E-Bill available

March 9
Late fee assessment

March 23
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 2023

Registration for summer and fall classes. Double check bill is paid in full for the spring term.
(“An outstanding balance will prevent registration for additional terms.”)

June-2023
First summer E-Bill available

June-2023
Tuition and fees due. Last day to sign up for tuition remission and tuition deferment.