

# 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.

## 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 Welcome tab, click Manage My Account)	<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 2023

November 7	Registration for Spring & Summer classes. Double check mci f 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 2%	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

April-3	Registration for fall classes. Double check tuition account is paid in full. (*An outstanding balance will prevent registration for additional terms.*)
June-5	First summer E-Bill available
June-5	Tuition and fees due. Last day to sign up for tuition remission and tuition deferment.