

## INSTRUCTIONS

### Academic Year 2006/2007- Autumn Quarter

**\*\*PLEASE READ THESE INSTRUCTIONS CAREFULLY\*\***

The enclosed tuition bill reflects charges and credits known to us on the billing date. Please verify that all amounts are correct and that nothing has been omitted. If an adjustment to your bill is necessary, use the worksheet on the back of this notice to calculate your adjusted total due. Please retain this worksheet and the upper portion of your bill for your records. **If you do not intend to enroll for the autumn quarter, pay only the previous balance and any current transactions.**

#### **UNDERSTANDING YOUR TUITION BILL**

**Previous Balance** is the balance due from your previous bill. Payments received toward this balance appear in the Current Transactions section of this bill.

**Current Transactions** - This section contains detailed charges and credits added to your account since the last bill.

**Autumn 2006 Transactions** - The Pending activity displayed in this section represents your anticipated charges and credits for the upcoming quarter. Use the Adjustment Worksheet below, if you know these projections are not correct. Please pay the TOTAL AMOUNT DUE on your bill or the ADJUSTED TOTAL AMOUNT DUE, if you use the Adjustment Worksheet.

**TUITION CHARGES** are calculated at the rate of a full program. If you do not plan to register for a full program, adjust the tuition charges according to the tuition rate schedule (See list of tuition rates at <http://bursar.uchicago.edu/tuition.html>).

**STUDENT HEALTH FEE AND ACTIVITY FEE** - These are required fees. The Student Health and Wellness Fee is NOT the same as Student Health Insurance. It is a required fee that supports the student health center and mental health services.

**STUDENT HEALTH INSURANCE** – Each year all students must choose to either enroll in or waive SASI (Student Accident and Sickness Insurance). Your decision is binding for the entire 06-07 year. To complete the enrollment/waiver procedures, go online to <https://registrar.uchicago.edu/health> no later than **October 6, 2006**. NOTE: Waivers are only granted to students who have submitted online certification of comparable insurance. No other communication from you will satisfy the waiver requirement. Failure to complete an online waiver or confirm SASI enrollment by **October 6th** will result in your automatic enrollment in the SASI Basic plan for the remainder of the plan year, and you will be responsible for the premium. More detailed information about SASI coverage is available at <http://studenthealth.uchicago.edu/studentinsurance/> and at <http://www.chickering.com>

**FINANCIAL AID AND OTHER CREDITS** known on the billing date will appear on your bill. In some cases, the exact amount of an award is currently unknown and the credit amount has been estimated. If the actual award varies from the estimated amount shown, an adjustment will be made on a subsequent bill. Unlike billing statements of prior years, the Federal Stafford Loan, GradPLUS (PLUS loan to graduate students) and the Parent Loan for Undergraduate Students (PLUS) reflect gross rather than net amounts. There may be an adjustment to your account for loan origination and/or guarantee fees in a subsequent billing statement.

#### **Federal Stafford & GradPLUS & PLUS & Alternative Loans**

Federal Stafford, GradPLUS and the PLUS loans will be disbursed in multiple installments. If you are a first time Federal Stafford Loan borrower, entrance counseling is required. Entrance counseling can be completed at <http://www.mapping-your-future.org>. Federal Stafford, GradPLUS and alternative loans disbursed by check from your lender will be available for pick-up at Student Loan Administration. You must be registered and present a student ID for check pick-up. Federal Stafford and alternative loans disbursed by electronic funds transfer (EFT) will be credited directly to your tuition account.

PLUS funds disbursed by EFT will be credited directly to your tuition account. If the PLUS funds are disbursed by check, Student Loan Administration will send the check to the parent borrower for his or her signature. That parent will then be asked to return the check to the University so that the funds can be disbursed to the student's account.

The federal government has reduced the time that schools are permitted to hold Federal Stafford and PLUS funds. The University can only hold these loans for three days from the date of receipt and is required to return funds to lenders for students who are not officially enrolled by the first day of the quarter. If your loan is returned and subsequently cancelled by the lender, you will be required to re-apply for the Federal Stafford Loan and your parent will be required to reapply for the PLUS. It is imperative that you clear all restrictions before the start of the quarter so that loan funds can be disbursed in a timely fashion.

#### **Federal Perkins Loans**

Federal Perkins Loan funds are credited to your tuition account quarterly. If you have not yet signed a Federal Perkins Master promissory note, please contact Student Loan Administration at (773) 702-6061, 970 E. 58th St, Room 411. If you are a first time borrower, entrance counseling is required for this loan. Entrance counseling can be completed at <http://www.mapping-your-future.org> or at the time you sign the Federal Perkins promissory note. Contact Student Loan Administration for additional information.

#### **Right to Cancel a Federal Loan**

You have the right to cancel all or a portion of federal student loans. You must contact your Financial Aid office in writing to request a cancellation. The cancellation should be received no later than 14 days after a disbursement of funds to the student account. Please contact your designated financial aid office if you have any questions.

**Stipend Checks**

Stipend checks for graduate students will be available from your Dean of Students and for undergraduate students at the Office of College Aid, 1101 E. 58th St, Walker 309.

**Non-University Scholarships**

If you have a non-University scholarship check in your possession, mail it directly to the appropriate Office so that the funds can be credited to your tuition account.

Graduate students mail to: Office of the Bursar, 5801 S. Ellis Ave., Chicago, IL 60637

Undergraduate students mail to: Office of College Aid, 1101 E. 58th St, Walker 309, Chicago, IL 60637

**AGENCY BILLING** - If your bill will be paid by an outside agency, you are responsible for providing the Bursar's Office with the agency's authorization letter. Also, please provide the name, telephone number and/or email address for the agency contact person. If you have questions or wish to send agency billing information to the Bursar's Office, please contact Penny White at 773-702-7086 or by email at [agency@listhost.uchicago.edu](mailto:agency@listhost.uchicago.edu).

**PAYMENTS** made by check or money order should be made payable to the University of Chicago. Include your student ID number on the check. If you wish to view your account detail online, make an on-line payment, or register for electronic billing please visit the Bursar's student information page at: <http://bursar.uchicago.edu/students.html>.

**INQUIRIES should not be included with payments.** Please direct inquiries to the University Offices listed on the reverse of the bill.

**FAILURE TO PAY YOUR BALANCE IN FULL COULD RESULT IN A \$50 LATE PAYMENT FEE**

ADJUSTMENT WORKSHEET FOR PENDING TRANSACTIONS

(Please retain this worksheet and the upper portion of your bill for your records.)

- 1. If the tuition as billed differs from the rate applicable to the program for which you expect to register, enter the difference between the two rates. (See list of tuition rates at <http://bursar.uchicago.edu/tuition.html>) \_\_\_\_\_
- 2. If you submitted, or plan to submit a waiver, for Health Insurance enter the billed amount. (See Insurance options at <https://registrar.uchicago.edu/health>). \_\_\_\_\_
- 3. If your application for an educational loan is currently on record at the University and has been approved by a lender but is not reflected as a credit on the enclosed billing statement, enter the net portion of the loan. The net portion is the loan amount for which you applied, minus any guarantee and origination fees. (Note that you may not apply current quarter loans to amounts due from previous quarters.) \_\_\_\_\_
- 4. Enter support from an official outside agency that has made an agreement with the University to pay a portion of this bill, if that credit is not reflected on the enclosed billing statement. \_\_\_\_\_
- 5. If you are entitled to a faculty/staff or other tuition remission, and the credit is not reflected on the enclosed billing statement, enter the appropriate amount. \_\_\_\_\_
- 6. Total Adjustments (1+2+3+4+5) \_\_\_\_\_
- 7. PENDING AMOUNT DUE (from bill) \_\_\_\_\_

Enter TOTAL AMOUNT DUE (from bill) \_\_\_\_\_

Subtract MAXIMUM ALLOWED ADJUSTMENTS (Line 6 or 7, whichever is smaller) \_\_\_\_\_

The result is the ADJUSTED TOTAL AMOUNT DUE \_\_\_\_\_

ADJUSTED TOTAL AMOUNT DUE is the amount you should pay now. You are responsible for payment of the difference between credits and charges. You are also responsible for the accuracy of the above calculation. A late payment fee of \$50 will be assessed on your account for underpayment as well as for failure to remit payment by the due date.