

2015–16 Student Accounting Annual Checklist

The Office of Student Accounting is here to help you!

Please use the checklist below as a reference guide to keep on 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 in 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 finaid@iit.edu 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"/> Bookmark our website and follow us on twitter! www.iit.edu/bursar and twitter.com/iitbursar

FALL 2015

June 16	Health insurance waivers available
July 7	Fall charges available to view on myiit portal
July 7	Payment plans available for enrollment
August 8	Deadline and first payment due for four month payment plan
August 24	Fall 2015 classes begin
September 1	Health insurance waiver deadline
September 5	Last Day to Add/Drop classes
September 7	First Fall E-Bill available
September 8	Tuition and Fees due. Tuition remission and tuition deferment deadline
September 8	Payment plan payment due, Three month payment plan deadline
September 18	Late Fee Assessment
October 5	Second Fall E-Bill available
October 8	Payment plan payment due
October 16	Late Fee Assessment
November 8	Final Fall Payment for payment plan due
November 9	Third Fall E-Bill available
November 20	Late Fee Assessment
December 1	Final Fall E-Bill available
December 11	Late Fee Assessment

SPRING 2016

November 9	Registration for Spring classes. Double check bill is paid in full for the Fall term. An outstanding balance will prevent registration for additional terms.
November 30	Spring charges available to view on myiit portal
December 7	Payment plans available for enrollment
December 26	Deadline and first payment due for Four month payment plan
January 11	Spring 2016 Classes Begin
January 23	Last Day to Add/Drop classes
January 25	First Spring E-Bill available
January 25	Health insurance waiver deadline
January 25	Tuition and Fees due. Last day to sign up for tuition remission and tuition deferment.
January 26	Payment plan payment due, Three month payment plan deadline
February 4	Late Fee Assessment
February 22	Second Spring E-Bill available
February 26	Payment plan payment due
March 3	Late Fee Assessment
March 21	Third Spring E-Bill available
March 26	Final Spring Payment for payment plan due
April 1	Late Fee Assessment
April 8	Final Spring E-Bill available
May 2	Late Fee Assessment

SUMMER 2016

April 4	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.
April 21	Summer charges available to view on myiit portal
May 15	First Summer E-Bill available
June 8	Tuition and Fees due. Last day to sign up for tuition remission and tuition deferment.
June 9	Late Fee Assessment
June 13	Tuition and Fees Due in Full for Summer 2016
June 24	Summer E-Bill Available
July 8	Final Summer E-Bill available

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