

# Student Accounting Spring 2021 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 2021

November 9	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>
TBD	Spring charges available to view on myiit portal
TBD	Payment plans available for enrollment
January 1	Deadline and first payment due for four month payment plan
January 1	Health insurance waivers available
January 19	Spring 2021 classes begin
January 26	
February 1	Last day to Add/Drop classes
February 1	Deadline for three month payment plan and payment due for payment plans
February &	First spring E-Bill available
February &	Tuition and fees due. Last day to sign up for tuition remission and tuition deferment
February 5	Deadline for three month payment plan and payment due for payment plans
February 22	Late fee assessment
February 28	Second spring E-Bill available
March 5	Payment plan payment due
March 22	Late fee assessment
March 28	Third spring E-Bill available
April 5	Final spring payment for payment plans due
April 26	Late fee assessment
May 10	Final spring E-Bill available Late fee assessment

## SUMMER 2021

April 2021	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 2021	First summer E-Bill available
June 2021	Tuition and fees due. Last day to sign up for tuition remission and tuition deferment.