



LEGACY.ROOSEVELT.EDU/STUDENTACCOUNTS

Spring registration started November 1st, and Spring semester classes begin 1/13/12.

If you owe a balance, or have questions regarding your payments, please contact us:

Student Accounts in Chicago: 312-341-3570 or email saocc@roosevelt.edu. In Schaumburg call 847-619-7974 or email saosc@roosevelt.edu.

Fax numbers: 312-341-6395 Chicago, and 847-619-7960 Schaumburg.

The Spring Semester Payment Deadline is December 15, 2011. Please remember to set up payment arrangements and to sign your Spring 2012 promissory note by December 15th or upon registration thereafter.

To make multiple payments go to the Sallie Mae Tuition Pay website:

<http://tuitionpay.salliemae.com> or call Sallie Mae at 800-635-0120.

Spring 2011-2012 Plan fee \$45.00

<u>Sign up by</u>	<u>Number of payments</u>	<u>Due</u>
December 3 rd	5	12/5
January 3 rd	4	1/5
February 3 rd	3	2/5

If you aren't sure what amount to enter for a contract, try out the Contract Calculator on the Sallie Mae website. You enter tuition and fees, subtract financial aid, and then it calculates what your contract amount should be.

Be sure to access your Roosevelt email account!

Want to forward your student email to your personal email account? For assistance go to:

<http://mail.roosevelt.edu> and click on: **Set-up a forward.**

Our Bill and Payment Center allows you to make payments and view your bill.

- Access the Bill and Payment Center by logging in on RU Access: click on Student Services, then on Tuition and Fees, then click on Make a Payment to connect to the Bill and Payment System.
- Look at the Quick View section for information on your Current Account Status, your Balance, E-bills, and Recent Payments and Credits.
- **The first Spring 2012 E-bill will be available for viewing by November 30th.**
- Pay with American Express, Discover or Mastercard, but not Visa.
- To avoid paying the convenience fee charged on credit card payments, choose the "electronic check" option.
- For information on convenience fees visit the Student Accounts website online at www.roosevelt.edu.

Spring Refunds at Higher One

If you have misplaced your Higher One card, please contact Student Accounts for assistance:

- We will order a new card for you, which will arrive in 7 to 10 days.
- You may activate the Easy Refund Card
- Or you may request a transfer of funds (ACH) to your bank account by providing the routing# and account number.
- There is a \$20 fee for replacement of an activated Easy Refund Card.