

Dear Student:

The following information is provided in order to assist you as you plan for your education at NTID during the 2009-2010 academic year.

- I. WHAT DOES IT COST
- II. HOW DO YOU PAY FOR CHARGES
- III. WHAT FINANCIAL AID IS AVAILABLE

If you are expecting to receive financial support from Vocational Rehabilitation, you should share this information with your VR counselor. Your VR counselor may obtain a copy of this information by contacting our office.

****You may also visit our vocational rehabilitation web site at
<http://www.ntid.rit.edu/current/vr.php>**

I. WHAT DOES IT COST
(DOMESTIC STUDENTS)
2009-2010

Fixed Charges

	Summer Vestibule Program 8/22-9/6/09	NSSO* 8/31- 9/6/09	Fall 9/7- 11/13/09	Winter 11/30/09- 2/19/10	Spring 3/8- 5/14/10	Summer 6/7- 8/13/10
Tuition	\$609		\$3,411	\$3,411	\$3,411	\$3,411
Room	216		1,861	1,861	1,861	1,861
Board (Standard Meal Plan)	140		1,353	1,353	1,353	1,353
Student Fees ¹			239	239	239	239
Orientation Fee ²			200			
Optional Accident & Sickness Insurance Premium ³			**720			
	\$965	\$0	\$7,784	\$6,864	\$6,864	\$6,864

(NOTE: Required Books and Supplies will impact these figures and are outlined on the following page.)

*NSSO - NTID Support Service Orientation – Access and Support Services - orientation program for NTID-supported students accepted to other colleges of RIT.

**not yet finalized

¹The student fees are required of all full-time students.

The fees include: Student Health Fee (\$69), Student Activities Fee (\$70), Athletic Fee (\$8), Student Alumni Union Fee (\$90), NTID Activities Fee (\$2).

²Charge to defray the cost of the Fall Orientation Program, for freshmen and new students only.

³The Optional Accident & Sickness Insurance Premium is estimated; it has not been finalized.

The standard academic year includes the Fall, Winter and Spring Quarters. New students accepted to the Summer Vestibule Program will be charged according to the prorated fee schedule indicated above.

Students on co-op are not charged tuition or fees for that particular quarter and will only be charged room and board if they live on campus while they work.

Incidental personal expenses for students average \$50-60 per month. This accounts for such things as local transportation, dry cleaning, toiletries, entertainment, hearing aid batteries, etc.

Please note: There is no additional cost for access services (interpreting, real-time captioning, and notetaking).

Estimated Cost of Books and Supplies (Annual)

National Technical Institute for the Deaf

	<u>2009-10</u>
American Sign Language-English Interpretation	\$1,266
Applied Computer Technology	\$2,604
Applied Mechanical Technology	TBA
Arts and Imaging Studies	\$4,522**
Automation Technologies	TBA
Business Careers (all majors)	\$1,845
Computer Aided Drafting Technology	\$2,604
Computer Integrated Machining Technology	\$2,604***
Hospitality and Service Management	TBA
Laboratory Science Technology	\$2,713
College of Applied Science and Technology (all majors)	\$3,617
College of Business (all majors)	\$2,532
College of Engineering (all majors)	\$3,617
College of Imaging Arts and Sciences (all majors)	\$2,170
College of Liberal Arts (all majors)	\$2,170
College of Science (all majors)	\$2,604
College of Computing and Information Sciences	\$4,992

NOTE TO VR: All vouchers authorizing books and supplies must be directed to Barnes & Noble at RIT.

*Included in this cost for some mathematics courses is a TI-83 calculator.

**There is an additional one-time charge for an art kit for first-year AIS students.

***There is an additional one-time charge for a tool kit for first-year CIMT students.

**INFORMATION FOR STUDENTS RECEIVING
VOCATIONAL REHABILITATION
(VR/VESID) SUPPORT FOR BOOKS AND SUPPLIES**

WELCOME TO BARNES & NOBLE AT RIT

HOW VR/VESID WORKS

At the beginning of each quarter, or occasionally each year, your VR/VESID counselor sends the campus store authorization papers listing which items VR/VESID will pay for and the amount. You are responsible to pay for any items VR/VESID will not cover.

Each time you purchase an item to be charged to your VR/VESID account, you must sign a charge slip so that VR/VESID can be billed for the cost of the merchandise.

At the end of each quarter, a bill will be sent to VR/VESID for the total of the purchases charged to your account. If the total of the purchases is less than the amount VR/VESID authorized for you for the quarter, VR/VESID will cancel the remainder. If you will be receiving VR/VESID support during the next quarter, your VR/VESID counselor will send new authorization papers for that quarter.

HOW TO MAKE A PURCHASE USING YOUR VR/VESID ACCOUNT

At the beginning of each quarter, you should check at any cash register at **Barnes & Noble** to ensure that the necessary authorization has been received from VR/VESID. If your authorization has not yet arrived, you may have to call your VR/VESID counselor and ask him/her to contact us. Your counselor may contact using any of the following methods:
e-mail: krkbka@rit.edu [585] 475-2501 ext. 213(V) may use relay [585] 475-6499 (FAX)

In order to ensure that you are purchasing the books your professors want you to have for your courses, we recommend that you attend class before buying your books. There is also a computer on the second floor where students can print a list of the books required for their registered classes.

You must show an RIT ID each time you wish to inquire about or charge a purchase to your Vocational Rehab. account.

The books in the Coursebook Department are arranged on the shelves by course number. It will be easier for you to find the books you need, if you bring your course schedule with you.

Photo and computer supplies will need to be on a separate authorization. These will be processed by RIT and not Barnes and Noble Bookstore.

The VR/VESID accounts close before the quarter ends. **Purchases cannot be charged to your VR/VESID account after the closing date.**

Your VR counselor may require you to send copies of receipts for purchases charged against your account. **Keep all receipts for items purchased for all books and supplies.**

Certain states require specific approval from the VR counselor for large ticket items. These items include expensive calculators, art kits, office supplies, etc. You may need to fax your VR counselor proof that those items are necessary for your class participation. Your VR counselor will then notify Barnes & Noble if the purchase will be approved.

STUDENTS RECEIVING VESID SUPPORT FROM NEW YORK:

VESID authorization allows you to purchase supplies, this means only special supplies that are required for your major. New York is the only state strictly prohibiting “expendable school supplies”. Under no circumstances will New York VESID pay for such supplies as pens, pencils, paper, notebooks or any other ordinary expendable supply.

If you have any questions about the procedure for using your VR/VESID account, please ask at the any cash register.

The staff of Barnes & Noble wishes you an enjoyable and successful year.

INFORMATION FOR AUTHORIZATIONS REGARDING BOOKS AND SUPPLIES

Barnes & Noble at RIT has available the books and supplies required by all RIT/NTID students. **NTID does not have a bookstore.**

To enable us to provide the best possible service for your clients, we require the following:

1. Send authorization(s) at least **two weeks** prior to the beginning of each quarter. Please be sure to have the valid (start/end) dates coinciding with RIT’s quarter. Our academic calendar is included in this packet.
2. Authorizations may be established on a per quarter basis. Authorizations will be billed quarterly.
3. All authorizations must include the appropriate billing address and a contact phone number (Voice or TTY). An e-mail address is also helpful.
4. Approval for calculators, art kits, electronic devices, etc. must be specifically stated on the authorizations. They cannot be generically grouped under supplies.
5. If we have not received an authorization, the student will be required to use cash, check, Tiger Bucks or credit card to obtain needed books and supplies. These expenses will be reimbursed upon receipt of the authorization only if the student has retained the original sales receipt(s).
6. Books and supplies must be authorized on a voucher **separate** from Tuition, Fees, Room and Board.*
7. If your office requires invoices to be submitted on a special form, please **include enough forms to cover each authorized quarter. Barnes and Noble will not make copies of state billing forms.**

8. Specialized photo and computer equipment must be authorized for purchase at RIT's Digital Den 48 Lomb Memorial Dr. Rochester, NY 14623-5604
Attn: Kathy Freitas [585] 475-2999 (V) [585] 475-7743 (FAX) E-mail: kafbka@rit.edu
EIN# 0743140

9. Send **authorization(s)** to: Barnes & Noble @ RIT #614
Attn: Kate Koch
100 Park Point Drive
Rochester, NY 14623-2934
Fax: 585-475-6499

Send **payment(s)** to: Barnes & Noble College Booksellers, Inc.
Attn: Account Receivable Department
120 Mountain View Blvd.
Basking Ridge, NJ 07920
EIN# 13-2536119

***It is very important that the authorizations for books and/or supplies be sent directly to the Bookstore at the above address. These authorizations must be separate from tuition, room and board as they are billed at different times and paid to two different entities.**

At the end of each quarter Barnes & Noble will send you an itemized invoice for each student.

If you have any questions you may contact Kate Koch at the above address or by calling [585] 475-2501 (V), [585] 475-6499 (FAX) or e-mail kkrbka@rit.edu

STUDENT ACCIDENT & SICKNESS INSURANCE PLAN

Voluntary Enrollment

RIT requires all students to have adequate medical insurance. This requirement enables access to health care when medical emergencies arise that require services provided outside of RIT's Student Health Center. If a student does not have coverage, this requirement may be satisfied by enrolling in RIT's Basic Accident & Sickness coverage.

Enrollment in RIT's Basic Accident & Sickness plan is voluntary for all students except A, B, E, F, G, I, J, K, O, Q, R and V visa international students.

To obtain coverage students will need to enroll in the plan through the insurance plan administrator. The student must be a registered RIT/NTID student to enroll in this plan.

Students who desire coverage in the RIT offered Student Accident & Sickness plan for 2009-10 will need to take action to enroll through University Health Plans *no later than September 30, 2009*.

Enrollment will be available on-line, via fax or mail. Payment can be made by credit card (Visa or MasterCard), check, money order or the premium can be added to the student account. Instructions and enrollment information is available at www.UniversityHealthPlans.com.

II. HOW DO YOU PAY FOR CHARGES?

Electronic Billing Information

Fixed Charges

The Student Financial Services Office of RIT is responsible for maintaining students' accounts and preparing quarterly bills in regard to Fixed Charges. It is also the responsibility of the Student Financial Services Office to allow or disallow any student's registration based upon payment or non-payment of these quarterly bills by the designated due dates.

The due dates for payment for the 09-10 academic year are as follows:

Summer Vestibule Program	08/19/09
Fall Quarter	08/19/09
Winter Quarter	11/23/09
Spring Quarter	02/24/10
Summer Quarter	05/20/10

Questions regarding student accounts and/or quarterly bills should be directed to the NTID/VR Billing Department located in the Student Financial Services Office at [585] 475-6186 (V/TTY). Additional information can be found on our web site at <http://finweb.rit.edu/sfs/>. Student Financial Services representatives will be present during SVP Parents' Weekend.

The University has an electronic billing (eBill) program for students. Each quarter, all RIT students will receive an e-mail notification to their official University e-mail account, stating that their eBill is available. Students have the option of selecting three additional e-mail addresses to allow for a parent, guardian, sponsor, or other authorized user to receive eBill notifications.

Instructions to Allow for eBilling Access

- 1) Student logs into the eBill site at <https://ipay.rit.edu/eServices/> using his/her official RIT computer account user name and password
- 2) Click on “Add/Delete Access” in the left hand column
- 3) Click on “Create New Account” to add the name and e-mail address of the person being given access, then select the boxes that are applicable for access for this person:
 - a. Show Student Account
 - b. Show Food/Tiger Bucks balances
 - c. Show Grades
 - d. Show Schedule
- 4) Click on “Okay”
- 5) The person who has been given access receives an e-mail from “eservices” with instructions to verify student information and to set up their own password

Cost and Payment Procedures

University billing statements may be paid by cash, check or electronic check (e-check). The University **does not accept credit card payments** for tuition, fees, room and board that appear on the student billing statement. However, we have an arrangement for a third party vendor to accept MasterCard and Discover Card when payment is made online. The vendor does charge a percent service fee for each credit card transaction. Billing related payments (check) may be mailed to: Rochester Institute of Technology, Student Financial Services, P.O. Box 92878-200, Rochester, NY 14692-8978. Payment may also be made in person at the Office of Student Financial Services on the first floor of the University Services Center. Credit card and e-check payments can be made at <http://ipay.rit.edu>.

Due dates are clearly designated on the billing statement and our web site. Failure to pay the amount due (or to arrange an optional payment plan by the due date) will result in a late payment fee for students without a valid deferral.

Social Security Payment Plan

For those students who receive SSI or SSD and are not able to pay the total amount due by the designated date, RIT has made arrangements for a payment plan. Through this program the balance due is divided equally into three monthly payments during the quarter. For further information regarding this plan, call the Student Financial Services Office at [585] 475-6186 (V/TTY).

STUDENTS MUST SIGN-UP FOR THIS PLAN EACH QUARTER.

IF A STUDENT RECEIVES SUPPORT FROM VOCATIONAL REHABILITATION
(for tuition, room, board, fees, etc):

1. Authorizations for Vocational Rehabilitation support must be on file prior to registration. If NTID has not received authorization prior to registration, the student must either a) obtain a letter of commitment from his/her VR counselor stating the dollar amount authorized and present it to the Student Financial Services Office or b) be prepared to pay for the charges in question before registration will be allowed. If any authorization is received after the student has personally paid for these charges, a refund will be made upon receipt of a written request from the student.
2. All uncovered charges (charges not included in a VR authorization or letter of commitment) must be paid by the student by the quarterly due date indicated.
3. Vocational Rehabilitation Counselors **need to specify each charge they are paying and the quarter the funds are meant to be applied on their authorizations.** The client's Student Identification number should be included on the authorization. Please also include the counselor's phone number, including area code, in case we need to contact you.
4. It is the responsibility of the student to work with his/her VR counselor in order to:
 - a. Clearly understand the amount of his/her VR coverage.
 - b. Insure that the supporting authorizations have been sent to the NTID/VR Billing Supervisor before each quarterly due date.
5. **Room and board will only be billed for RIT on campus housing and meal plans.**
6. Clarification regarding VR authorizations and/or billing procedures should be addressed to:

NTID/VR Billing
Student Financial Services
Rochester Institute of Technology
25 Lomb Memorial Drive
Rochester, NY 14623
[585] 475-6186 (V/TTY)
[585] 475-5307 (Fax)

III. WHAT RESOURCES ARE AVAILABLE

While NTID believes that the primary responsibility for funding higher education belongs with the student and (in the case of dependent students) with the student's family, a variety of other resources exist. NTID recommends that all students explore and apply for any and all resources that may be available to them. Most of our students receive financial assistance from a variety of sources to help with educational costs such as: Vocational Rehabilitation; the Social Security Administration; Federal, State and Institutional Financial Aid Programs.

Vocational Rehabilitation

Contact your local office of Vocational Rehabilitation. Schedule an intake interview. Vocational Rehabilitation is a nationwide federal-state program that helps people with disabilities find the right job for them. Education and training may be part of the plan to get a good job. See if they can help you. They are usually listed under Department of Vocational Rehabilitation or Rehabilitation Services in the phone book. (In New York, the listing is under Vocational/Educational Services for Individuals with Disabilities.)

Social Security

Contact your local Social Security Administration Office. You may be eligible for Social Security or Supplemental Security Income. You may contact SSI at their national number [800] 772-1213 (V) or [800] 325-0778 (TTY) or visit their web site at www.ssa.gov.

Financial Aid

Spring is the time to apply for financial aid. All students are required to complete a Free Application for Federal Student Aid (FAFSA). This form can be completed on-line at www.fafsa.ed.gov. Please be sure to include RIT's school code (002806) on section 5 of the FAFSA so that we may access your information.

Continuing Undergraduate NTID students are also required to complete the 2009-2010 RIT Financial Aid form. This is submitted directly to the Office of Financial Aid and is available on our web site at www.rit.edu/financialaid.

New York State Residents: New York State Tuition Assistance Program (TAP) and Scholarships are for students meeting residence, income, academic and/or other requirements established by New York State. When completing the on-line FAFSA, you will be provided with a web link to the TAP application after submitting your FAFSA. If you miss this link, an e-mail will be sent with a link to a web site to establish a PIN and to gain access to the online TAP application. Applicants who do not provide an e-mail address will be mailed a postcard directing them to TAP on the web.

Important Dates to Remember

FAFSA due	March 1, 2009 (new students) April 1, 2009 (continuing students)
Freshman student aid awards mailed	Beginning March 15, 2009
Transfer student aid awards mailed	Beginning April 1, 2009
Continuing student aid awards mailed	Beginning June 15, 2009

Questions?

Many answers to your questions can be found at: www.rit.edu/financial_aid

You can also e-mail us at ntidaid@rit.edu

Any questions regarding Financial Aid should be directed to:

Gail Brown
Coordinator, NTID Financial Aid Counseling Services
RIT Financial Aid Office
56 Lomb Memorial Drive
Rochester, NY 14623
[585] 475-2186 (Voice)
[585] 475-6909 (TTY)
[585] 475-7270 (FAX)
e-mail: ntidaid@rit.edu

For billing question please contact Student Financial Services at:

[585] 475-6186 (Voice)
[585] 475-5489 (TTY)

Counseling Services for Your Student

Each NTID sponsored student is assigned a professional counselor. This counselor is responsible for overall counseling needs of each student. This could include: personal and career counseling, academic advising, and consulting with faculty/staff, with parents, and with vocational rehabilitation/VESID counselors. NTID counselors are not experts on financial aid, but they do get to know each student individually and can be an excellent resource for you in your work with students. We are often in touch with VR counselors and can be a big help in getting on-campus services coordinated and students involved. Please feel free to contact your student's counselor. The following web site will give you access to the NTID Counseling & Academic Advising Services' web page with a special link to "Who Is My Counselor." Follow this link, type in your student's name and you should receive the name and contact information for your student's counselor. (<http://www.ntid.rit.edu/current/counseling>). If you are unable to get through to the counselor, please feel free to contact Dr. Robb Adams, the Chair of NTID's Counseling and Academic Advising Services. He may be reached by phone at: [585] 475-6597 (V/TTY) or by e-mail at: reanse@rit.edu.