

Dear Student:

The following information is provided in order to assist you as you plan for your education at NTID during the 2011-2012 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)  
2011-2012

Fixed Charges

	Summer Vestibule Program 8/20-9/4/11	NSSO* 9/1- 9/4/11	Fall 9/5- 11/12/11	Winter 11/28/11- 2/25/12	Spring 3/12- 5/19/12	Summer 6/4- 8/11/12
Tuition	\$671		\$3,861	\$3,861	\$3,861	\$3,861
Room	416		2,032	2,032	2,032	2,032
Board (Standard Meal Plan)	210		1,439	1,439	1,439	1,439
Student Fees <sup>1</sup>			151	151	151	151
Orientation Fee <sup>2</sup>			200			
Optional Accident & Sickness Insurance Premium <sup>3</sup>			**950			
	\$1297	\$0	\$8633	\$7,483	\$7,483	\$7,483

(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

<sup>1</sup>The student fees are required of all full-time students.

The fees include: Student Health Fee (\$75), Student Activities Fee (\$76)

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

<sup>3</sup>The 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 \$60-75 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>2011-12</u>
American Sign Language-English Interpretation	\$1,200
Applied Computer Technology	\$1,500
Applied Liberal Studies	\$1,650
Applied Mechanical Technology	\$1,200
Arts and Imaging Studies	\$1,411**
Automation Technologies	\$1,200
Business (all majors)	\$1,400
Computer Aided Drafting Technology	\$1,400
Computer Integrated Machining Technology	\$1,400***
Hospitality and Service Management	\$1,200
Laboratory Science Technology	\$1,000

Rochester Institute of Technology (Cross-registered)

College of Applied Science and Technology (all majors)	\$1,925
College of Business (all majors)	\$1,925
College of Engineering (all majors)	\$1,925
College of Imaging Arts and Sciences (all majors)	\$2,300
College of Liberal Arts (all majors)	\$1,925
College of Science (all majors)	\$1,925
College of Computing and Information Sciences	\$2,300

NOTE TO VR: All vouchers authorizing books and supplies must be directed to Barnes & Noble at RIT (see Frequently Asked Questions tip sheet included in this packet).

\*\*There is an additional one-time charge of \$300 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  
(ACCES/VR) SUPPORT FOR BOOKS AND SUPPLIES**

WELCOME TO BARNES & NOBLE AT RIT

**HOW ACCES/VR WORKS**

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

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

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

**HOW TO MAKE A PURCHASE USING YOUR ACCES/VR 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 ACCES/VR. If your authorization has not yet arrived, you may have to call your ACCES/VR counselor and ask him/her to contact us. Your counselor may contact using any of the following methods:  
e-mail: [krkbka@rit.edu](mailto:krkbka@rit.edu) [585] 424-6766 ext. 213(V) may use relay [585] 424-6713 (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 Rehabilitation 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. Students also can access and print out schedule via SIS at textbook info desk.

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

The ACCES/VR accounts close after the 6<sup>th</sup> week of classes (some states close earlier).  
**Purchases cannot be charged to your ACCES/VR account after the closing date.**

**Keep all receipts for items purchased for all books and supplies.** No refunds will be honored without original receipts.

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

**STUDENTS RECEIVING ACCES SUPPORT FROM NEW YORK:**

If ACCES authorization allows you to purchase supplies, this means only special supplies that are required for your major. New York strictly prohibits “expendable school supplies”. Under no circumstances will New York ACCES 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 ACCES/VR account, please ask at any cash register.

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

**INFORMATION FOR AUTHORIZATIONS REGARDING BOOKS AND SUPPLIES**

Barnes & Noble @ 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 should be established on a per quarter or annual basis. Authorizations will be billed quarterly.
3. All authorizations must include the appropriate billing address and a contact phone number (Voice or TTY) and an e-mail address.
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: Bob Laros [585] 475-2211 (V) [585] 475-7743 (FAX) E-mail: ccdatabase@rit.edu  
EIN# 16-0743140

9. Send book/supply authorization(s) to: Barnes & Noble @ RIT #614  
Attn: Kate Koch  
100 Park Point Drive  
Rochester, NY 14623-2934  
Fax: 585-424-6713

Send payment(s) to: Barnes & Noble College Booksellers, Inc.  
Attn: Account Receivable Department  
120 Mountain View Blvd.  
Basking Ridge, NJ 07920-3444  
EIN# 13-4030389

**\*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] 424-6766 ext.213 (V), [585] 424-6713 (FAX) or e-mail [krkbka@rit.edu](mailto:krkbka@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 2011-12 will need to take action to enroll through University Health Plans *no later than September 30, 2011*.

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](http://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 11-12 academic year are as follows:

Summer Vestibule Program	08/17/11
Fall Quarter	08/17/11
Winter Quarter	11/21/11
Spring Quarter	02/29/12
Summer Quarter	05/24/12

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://eservices.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://eservices.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.

#### Monthly Payment Plan

The monthly payment plan projects the student’s annual charges based on information provided on the application form, less any anticipated Financial Aid and divide it by 10 months. The plan, which offers flexibility in both timing and method of payment, carries no interest or finance charge, but does require a \$50 administrative fee. You can apply for the plan electronically and submit it through our web site at <http://finweb.rit.edu/sfs>. First monthly payment is due August 1, prior to the beginning of the school year. The minimum net annual amount due must be \$1,000 (\$100 per month). Students must register for a minimum of two quarters during the academic year. Applications cannot be accepted after August 10, 2011.

#### 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.** They also need to indicate how or if financial aid is to be applied or if it has already been taken into consideration on the authorization. The client's Student Identification number should be included on the authorization. Please also include the counselor's phone number, including area code and/or email address, 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)  
asksfs@rit.edu

### 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](http://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](http://www.fafsa.ed.gov). Please be sure to include RIT's school code (002806).

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, 2011 (new students) April 1, 2011 (continuing students)
Freshman student aid awards mailed	Beginning March 15, 2011
Transfer student aid awards mailed	Beginning April 1, 2011
Continuing student aid awards mailed	Beginning June 15, 2011

## **Questions?**

Many answers to your questions can be found at: [www.rit.edu/financial\\_aid](http://www.rit.edu/financial_aid)

You can also e-mail us at [ntidaid@rit.edu](mailto:ntidaid@rit.edu)

Any questions regarding Financial Aid should be directed to:

Gail Brown  
Coordinator, NTID Financial Aid Counseling Services  
RIT Office of Financial Aid and Scholarships  
56 Lomb Memorial Drive  
Rochester, NY 14623  
[585] 475-2186 (Voice)  
[585] 475-6909 (TTY)  
[585] 475-7270 (FAX)  
e-mail: [ntidaid@rit.edu](mailto: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/ACCES 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 students and their supporting counselors. We are often in touch with VR counselors and can be a big help in getting on-campus services coordinated and students involved. If you would like to speak to an NTID counselor, please ask your client for contact information. If you have further questions, please feel free to contact Mr Mark Rosica, the Chair of NTID's Counseling and Academic Advising Services. He may be reached by phone at: [585] 475-6288 (V/TTY) or by e-mail at: [mjrnvc@rit.edu](mailto:mjrnvc@rit.edu).