

Dear Student:

The following information is provided in order to assist you as you plan for your education at NTID during the 2013-2014 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)
2013-2014

	<u>Fixed Charges</u>			
	Summer Vestibule Program <u>8/16-8/24/13</u>	NSSO* <u>8/21-</u> <u>8/22/13</u>	Fall <u>8/26-</u> <u>12/14/13</u>	Spring <u>1/27/14-</u> <u>5/17/14</u>
Tuition	\$470		\$6,756	\$6,756
Room	88		3,265	3,265
Board (Standard Meal Plan)	90		2,324	2,324
Student Fees ¹			246	246
Orientation Fee ²			225	
Optional Accident & Sickness Insurance Premium ³			1,250	
	\$648	\$0	\$14,066	\$12,591

(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.

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

The fees include: Student Health Fee (\$121), Student Activities Fee (\$125)

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 and Spring Semesters. 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 semester and will only be charged room and board if they live on campus while they work.

Incidental personal expenses for students average \$75-90 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

2013-14

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
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 Health Sciences and Technology	\$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 @ RIT (see Frequently Asked Questions tip sheet included in this packet).

***There is an additional \$200 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 semester, 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 semester, 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 semester, ACCES/VR will cancel the remainder. If you will be receiving ACCES/VR support during the next semester, your ACCES/VR counselor will send new authorization papers for that semester.

HOW TO MAKE A PURCHASE USING YOUR ACCES/VR ACCOUNT

At the beginning of each semester, 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 Barnes & Noble @RIT. Your counselor may contact us using any of the following methods:

Lea Spock

email: lasbkf@rit.edu

phone: 585 424-6766 option 6 (V) may use relay

fax: 585 424-6716

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. It is fraudulent to use another student's ID card. If this situation arises, a student may risk losing VR funding and be investigated for theft by Public Safety.

The books in the Coursebook Department (second floor) 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. You can also access and print your schedule at the info desk on the second floor.

Photo and computer supplies will need to be on a separate authorization made out to the Digital Den, located on the RIT campus.

The ACCES/VR accounts close after the 6th week of classes (some states close earlier). **Purchases cannot be charged to your ACCES/VR account after the closing date. We recommend that you buy your books during the first week of the semester.**

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 he or she agrees to approve the purchase.

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 its own 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 semester. Please be sure to have the valid (start/end) dates coinciding with RIT’s semester. Our academic calendar is included in this packet.
2. Authorizations should be established on a semester or annual basis. Authorizations will be billed each semester.
3. All authorizations must include the appropriate billing address, contact phone number (Voice or TTY) and an email address.
4. Approval for calculators, art kits, art supplies, 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 semester. 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: Vicki Struble 585 475-2503 (V) 585 475-7743 (FAX) email: vrsbkk@rit.edu

EIN# 16-0743140

9. Send book/supply
authorization(s) to:

Barnes & Noble @ RIT #614

Attn: Lea Spock

100 Park Point Drive

Rochester, NY 14623-2934

Fax: 585 424-6716

Send **payment(s) to:**

Barnes & Noble College Booksellers, LLC

Attn: Account Receivable Department

PO Box 823660

Philadelphia, PA 19182-3660

EIN# 134030389-16

***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 semester, Barnes & Noble will send you an itemized invoice for each student.

If you have any questions you may contact Lea Spock at the above address or by calling 585 424-6766 option 6 (V), 585 424-6716 (FAX) or email lasbkf@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 2013-14 will need to take action to enroll through University Health Plans *no later than September 30, 2013*.

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 are 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 semester 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 the semester bills by the designated due dates.

The due dates for payment for the 13-14 academic year are as follows:

Summer Vestibule Program	08/15/13
Fall Semester	08/15/13
Intersession	
Spring Semester	01/15/14

Questions regarding student accounts and/or semester bills should be directed to the NTID/VR Billing Department located in the Student Financial Services Office at 585 475-6186. Additional information can be found on our website at <http://rit.edu/sfs/>. Student Financial Services representatives will be present during SVP Service Fair on August 16th.

The University has an electronic billing (eBill) program for students. Each semester, all RIT students will receive an email notification to their official University email account, stating that

their eBill is available. Students have the option of selecting three additional email addresses to allow for a parent, guardian, sponsor, or other authorized user to receive eBill notifications.

Please check our website at <http://rit.edu/eservices> for instructions.

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. Please check our website <http://rit.edu/sfs> for instructions on how to make a payment.

Due dates are clearly designated on the billing statement and our website. 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.

Billing Options

RIT charges tuition for each semester based on student registration. The bill is generated and a notification email is sent to the student and any third party they have signed up to have access. The student will have the ability to select a payment plan each term.

Payment Options

All students will receive an email notification that the bill is available on July 1, 2013 for the fall term with the following payment options:

- Option #1 Pay in full with no fee
- Option #2 Pay in 4 installments with \$40 fee

You will need to enroll in your payment plan each term.

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 semester due date indicated.
3. Vocational Rehabilitation Counselors **need to specify each charge they are paying and the semester 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. Ensure that the supporting authorizations have been sent to the NTID/VR Billing Supervisor before each semester due date.
5. **Room and board will only be billed for RIT on campus housing and meal plans.**
6. For clarification regarding VR authorizations and/or billing procedures, contact:

NTID/VR Billing
Student Financial Services
Rochester Institute of Technology
25 Lomb Memorial Drive
Rochester, NY 14623
585 475-6186
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 website 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.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 email will be sent with a link to a website to establish a PIN and to gain access to the online TAP application. Applicants who do not provide an email address will be mailed a postcard directing them to TAP on the Web.

Important Dates to Remember

FAFSA due	March 1, 2013 (new students) April 1, 2013 (continuing students)
Freshman student aid awards mailed	Beginning March 15, 2013
Transfer student aid awards mailed	Beginning April 1, 2013
Continuing student aid awards mailed	Beginning June 15, 2013

Questions?

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

You can also email us at ntidaid@rit.edu.

Any questions regarding Financial Aid should be directed to:

Laura Browning
Coordinator, NTID Financial Aid
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)
email: ntidaid@rit.edu

For billing questions 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 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. They 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/student for contact information for their assigned counselor. General questions are always welcome. However, for more detailed information, an NTID Student Release of Information form will need to be signed by the student. 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), 585 286-4651 (VP) or by email at: mjrnvc@rit.edu.

Barnes & Noble Bookstore Frequently Asked Questions

1. When do I send book authorizations?
 - Barnes and Noble should receive authorizations at least 2 weeks prior to the start of the semester to allow the bookstore adequate time for processing. Billing to the appropriate state will occur after the 6th week of classes.
 - Please make sure the authorization date is on or before the RIT academic semester start date. (If your state has a start/end date for the use of authorization, make sure the dates correspond with our semester dates.)
 - Please allow the bookstore time to process authorization information.

2. Where do I send book authorizations?
 - Barnes & Noble @ RIT
 - 100 Park Point Drive
 - Rochester, NY 14623-2934
 - Attn: Lea Spock (fax: 585 424-6716)

3. Where do I send payments?
 - Barnes & Noble College Booksellers, LLC
 - Attn: Accounts Receivable Department
 - PO Box 823660
 - Philadelphia, PA 19182-3660
 - EIN# 134030389-16

4. What is the Barnes & Noble Vendor number?
 - 13-4030389
 - Copies of the W9 form are available upon request

5. What do I include on the authorization form?
 - Vendor information
 - Amount you are authorizing
 - Authorization dates corresponding to the RIT semester dates
 - Counselor contact/mailing information
 - Please be as specific as possible regarding what supplies will be authorized. The bookstore must have prior written approval from you for special supplies (i.e.: art kits, hardware, printer inks, alarm clocks, backpacks, etc.). If you require your own form to be filled out and returned to you (i.e. ACCES), please be sure to include enough forms for each semester.

6. Do I need to prepare a separate authorization for each semester?
 - Yes. You can send all three authorizations at one time, but we do need three separate forms with the corresponding RIT academic semester dates.

For bookstore questions or concerns please contact:

Lea Spock
585 424-6766 option 6 (V)
585 424-6716 (FAX)
lasbkf@rit.edu

RIT 2013-2014 Semester Calendar

FALL SEMESTER (2131)

August 20-25, 2013	New Student Orientation (tentative)
August 26, (Monday)	Day, evening and online classes begin First day of 6-day Add/Drop period +
August 31	Saturday classes begin
September 2 (Monday)	Labor Day (no classes) Institute offices closed
September 3 (Tuesday)	Last day of 6-day Add/Drop period +
September 4	First day to drop from classes with a grade of "W"
October 14 No classes -	Institute offices open
October 15 (Tuesday)	Classes follow a Monday schedule
November 15 (Friday)	Last day to drop from classes with a grade of "W" *
November 27	No classes - Institute offices open
November 28-29	Thanksgiving Holiday - Institute closed
November 30	No Saturday classes
December 2	Day, evening and online classes resume
December 7	Saturday classes resume
December 11	Last day, evening and online classes
December 12	Reading Day (prepare for exams)
December 14	Last Saturday classes
December 13, 16, 17, 18, 19	Final exams
December 23	Final grades due
December 20 - January 1	Break between Fall Semester and Intersession
December 25 - January 1	RIT closed for the Holidays

INTERSESSION (2133)

January 2 (Thursday)	Day, evening and online classes begin First day of Add/Drop period
January 6	Last day of Add/Drop
January 7	First day to drop from classes with a grade of "W"
January 10	Last day to drop from classes with a grade of "W"
January 22	Last day of classes
January 23	Final exams
January 24	Break between Intersession and Spring Semester

SPRING SEMESTER (2135)

January 27	Day, evening and online classes begin First day of 6-day Add/Drop period +
February 1	Saturday classes begin
February 3 (Monday)	Last day of 6-day Add/Drop period +
February 4 (Tuesday)	First day to drop from classes with a grade of "W"
March 24 - 28	No classes (Spring Break) RIT open
March 29	No Saturday classes
March 31	Day, evening and online classes resume
April 25	Last day to drop from classes with a grade of "W" *
May 14	Last day, evening and online classes
May 15	Reading Day (prepare for exams)
May 17	Last Saturday classes
May 16, 19, 20, 21, 22	Final exams
May 23 (Friday)	Convocation and Commencement ceremonies
May 24 (Saturday)	Commencement ceremonies
May 26 (Monday)	Memorial Day - Institute closed
May 27 (Tuesday)	Final grades due
May 27 - 30	Spring/Summer break

+ The Add/Drop period is the first six class days, excluding Saturdays, Sundays and holidays of the Fall and Spring terms.

* Friday of the 12th week of classes



Rochester Institute of Technology

National Technical Institute for the Deaf
Communication Studies & Services
52 Lomb Memorial Drive
Rochester, New York 14623-5604
585-475-6866 Fax 585-475-7910

June 2013

RE: Communication Studies & Services at the National Technical Institute for the Deaf at RIT

Dear Colleague,

The Communication Studies & Services Department (CSS) provides comprehensive audiology and speech-language services to all students enrolled at Rochester Institute of Technology and the National Technical Institute for the Deaf.

Licensed and certified audiology faculty and staff provide hearing and hearing aid evaluations, cochlear implant mappings, FM systems and fittings and aural rehabilitation. These faculty and staff members have extensive experience and knowledge of the needs of students with severe and profound hearing loss. Many of these services are provided at no cost to students of NTID/RIT. Through the Hearing Aid Shop, students also can get hearing aid supplies/repairs, and new hearing aids. Students also can set up an appointment or meet with an on-call audiologist to discuss questions and receive services related to hearing loss, hearing aids, assistive devices, cochlear implant candidacy, etc. For medical needs, students can be seen by a physician at our on-campus Student Health Service on a walk-in basis. Board-certified otolaryngologists and ophthalmologists also are available, for consultation, in our Eye and Ear Clinic.

Speech-language faculty and staff meet with students individually to provide training in spoken language skill development. The Spoken Language Learning & Practice Lab (SLLPL) is a state-of-the-art lab where students have the opportunity to take advantage of a variety of instructional and technological opportunities designed to enhance speech and listening communication skills.

For more information, please contact me by phone, email or at the above address. We hope that you will review the CSS brochure which describes the scope of our services. We look forward to serving your students.

Sincerely,

Lawrence C. Scott, Administrative Chair
Communication Studies & Services Department
Email: LCSNCA@rit.edu

www.ntid.rit.edu/css