BUILDING ACCESS

- **Function of Campus Safety**
  - Card Office issues the card; Campus Safety assigns building access (i.e., “Default”)
  - New employees who need unique access should have Security Log Request submitted on their behalf [https://lucdata.luc.edu/security/login.cfm](https://lucdata.luc.edu/security/login.cfm)
  - All non-Loyola individuals who need an ID card need to be set-up in the Non-Affiliated-Persons System (NAPS) [http://luc.edu/media/lucedu/uiso/pdfs/new_NAP_ID_Request_Form.pdf](http://luc.edu/media/lucedu/uiso/pdfs/new_NAP_ID_Request_Form.pdf)
# Rambler Bucks

- Universal tender accepted at many on- and off-campus locations
- Find complete list at Campus Card website [http://luc.edu/campuscard/ramblerbucks/locations](http://luc.edu/campuscard/ramblerbucks/locations)
- Available for use by all members of Loyola community
- Funds can be added with cash, check or credit card

## Where can I add Rambler Bucks to my card?

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH</strong></td>
<td>Valueports located throughout LSC and WTC</td>
</tr>
<tr>
<td><strong>CHECK</strong></td>
<td>At Cashier’s Office at both LSC and WTC</td>
</tr>
<tr>
<td></td>
<td>Minimum of $50 must be added</td>
</tr>
<tr>
<td><strong>CREDIT CARD</strong></td>
<td>Through online card office (luc.netcardmanager.com)</td>
</tr>
<tr>
<td></td>
<td>- Login with username &amp; password (LDAP)</td>
</tr>
<tr>
<td></td>
<td>- Can view all account balances, transaction history (30 days), turn off/on card, deposit to RBux, invite to deposit to your account</td>
</tr>
<tr>
<td></td>
<td>- Guests can make deposits using student’s ID number</td>
</tr>
</tbody>
</table>
ADDING RBUX BY DEPARTMENTS

- For work purposes
  - Request to our office, funds added to cards & submit Journal Entry to transfer funds

- For survey, etc. where pool of recipients is Loyola employees only
  - Request to our office, paperwork for taxable income, funds added to cards, submit Journal Entry to transfer funds

- For survey, etc. where pool of recipients is more than just Loyola employees (i.e., all students)
  - Request to our office, funds added to cards, submit Journal Entry to transfer funds

- For department card
  - Request to our office, courtesy card issued, submit Journal Entry to transfer funds
MEAL PLANS

- Funds available on cards specific to use in the on-campus dining locations (operated by ARAMARK)

- Current options
  - All-Access Plans (5-day or 7-day with dining dollars)
  - Declining Balance Plans (set dollar amount that decreases with usage)
  - Block Plans (designed specifically for commuter students)

- All meal plans are good for an academic year; cleared in mid-May annually
LIFE OF A STUDENT ACCOUNT (1)

In school students

[July/Dec.]
Invoice #1
Mailing Sent
Polite email reminder advising student to use LOCUS for checking balances, checking Financial Aid, etc.

[Aug./Jan.]
Invoice #2
Polite email reminder letting student know payment is due & to check F/A status

[Sept./Feb.]
Invoice #3
Strong letter advising student about late fees & financial blocks

[Oct./Mar.]
Invoice #4
Stronger letter advising student about Campus Card deactivation & another late fee

[Nov./Apr.]
Invoice #4
Add late fees

End of Term
Add late fees
Ensure accounts are blocked for financial reasons
Add late fees
Deactivate Campus Card of delinquent stu.
# Life of a Student Account (2)

No longer enrolled, yet has a balance

<table>
<thead>
<tr>
<th>Mailing Sent</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>[Dec./May]</strong></td>
<td>Invoice #6</td>
</tr>
<tr>
<td><strong>[Jan./June]</strong></td>
<td>Invoice #7</td>
</tr>
<tr>
<td><strong>[Feb./July]</strong></td>
<td>Invoice #8</td>
</tr>
<tr>
<td><strong>[Mar./Aug.]</strong></td>
<td>Invoice #9</td>
</tr>
</tbody>
</table>

Send accounts to collection agency #1
Pass collection costs onto delinquent stu.
<table>
<thead>
<tr>
<th>Action Taken</th>
<th>Still unpaid after collection agency #1, #2, #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection agency #1 closes after 1 year.</td>
<td>Send accounts to collection agency #2.</td>
</tr>
<tr>
<td>Pass along collection costs.</td>
<td>If still unpaid after one year with collection agency #2, assign to agency #3.</td>
</tr>
<tr>
<td></td>
<td>After one year with agency #3, write off balance as “uncollectible.”</td>
</tr>
<tr>
<td></td>
<td>Hold records until PIF</td>
</tr>
</tbody>
</table>
DEPARTMENTAL POSTS

- Ultimate intent of any departmental deposit = post your collections to the general ledger
  - Form: http://www.luc.edu/media/lucedu/finance/pdfs/deposit_slip.pdf

- Don’t need all individual detail (check numbers)
  - Detail included in past was intended as a way for you to organize your operations
  - If you’d like that detail, use Itemized Deposit Detail form (on Financial Services website): http://www.luc.edu/media/lcuedu/finance/pdfs/dep_detail.pdf

- If this form is included, will be scanned into DocFinity for the Accounting Division
STUDENT HEALTH INSURANCE OVERVIEW

- Board of Trustees requires health care insurance for...
  - all undergrad students enrolled in 12+ credit hours
  - all grad and professional students enrolled for 8+ credit hours
  - all students registered for Thesis or dissertation Supervision at the start of the Fall and Spring terms
- If a waiver is not submitted before the deadline date, students are enrolled in plan
- All students who meet above criteria are automatically billed for student health insurance by university
- Students who do not meet above criteria can still purchase coverage: www.uhcsr.com/luc

<table>
<thead>
<tr>
<th>2015-2016 Terms of Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER — May 1, 2016 – July 31, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2015-2016 Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual (Fall)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Spouse/Domestic Partner</td>
</tr>
<tr>
<td>Each Child</td>
</tr>
<tr>
<td>All Children</td>
</tr>
<tr>
<td>All Dependents</td>
</tr>
</tbody>
</table>
STUDENT PAYMENT OPTIONS

- Cash
- E-Check
- Mail Checks
- Credit Card (TouchNet 2.75% fee)
PAYMENT PLAN (IPLAN)

- Budgets charges into 9 to 12 monthly installments
- Prior term balances may not be included
- A non-refundable $85 enrollment fee is added to first month’s installment

<table>
<thead>
<tr>
<th>Plan</th>
<th>Enrollment Fee</th>
<th>Sign-Up Begins</th>
<th>Sign-Up Ends</th>
<th>First Installment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Month Plan</td>
<td>$85</td>
<td>May 1</td>
<td>June 5</td>
<td>June 5</td>
</tr>
<tr>
<td>11-Month Plan</td>
<td>$85</td>
<td>May 1</td>
<td>July 5</td>
<td>July 5</td>
</tr>
<tr>
<td>10-Month Plan</td>
<td>$85</td>
<td>May 1</td>
<td>August 5</td>
<td>August 5</td>
</tr>
<tr>
<td>9-Month Plan</td>
<td>$85</td>
<td>May 1</td>
<td>September 5</td>
<td>September 5</td>
</tr>
</tbody>
</table>
IPLAN VS. BORROWING

4 Years of iPlan Student Budgets

$245,506,204

= 4 Years of Interest Savings

$92,774,185
1098-T & IMPORTANCE OF SSN/ITIN

- 1098-T form reports the amount billed to student by Loyola University Chicago for the previous calendar year
- Helps student / tax professional determine eligibility for the American Opportunity Credit or Lifetime Learning Credit
- Informational; not required to attach IRS Form 1098-T to tax return

EXAMPLE FORM:

```
1098-T

FILER'S name, street address, city, state, ZIP code, and telephone number

STUDENT'S name

1. Payments received for qualified tuition and related expenses $______________________

2. Amounts billed for qualified tuition and related expenses $______________________

3. If this box is checked, your educational institution has changed its reporting method for 2012

4. Adjustments made for a prior year $______________________

5. Scholarships or grants $______________________

6. Adjustments to scholarships or grants for a prior year $______________________

7. Check if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2013

8. Check if at least half-time student

9. Check if a graduate student

10. Ins. contract reimb./refund

Form 1098-T

(keep for your records)

Department of the Treasury - Internal Revenue Service

Copy B
For Student

This is important tax information and is being furnished to the Internal Revenue Service.
```