



Office of the Bursar
Lake Shore Campus
1032 W. Sheridan Road | Chicago, Illinois
60660
Phone 773.508.7705 | Fax 773.508.8727

May 6, 2026

Dear Loyola Student and Family,

Welcome to Loyola! The Bursar's Office is delighted to have you join our community, and we hope your time here is both fulfilling and rewarding. Our office manages billing and the receipt of tuition and fee payments, and this letter is meant to introduce you to the services, resources, and support available through our office.

Billing

Electronic bills (e-Bills) are generated on the 15th of every month and show the last 30 days of account activity. E-Bills are sent to students via their campus email, and payments are due on the 5th of the following month. We do not send paper bills, so please be make certain your student provides you Parent/Guest Access.

Payment Methods

- **E-Check:** Submit payment through LOCUS by providing your checking or savings account number.
- **Installment Plan (iPlan):** Divide your balance over monthly installments from 12 to 9 months. June 5, 2026 is the last day to enroll in a 12-month plan and is also the due date for the first payment.
- **In-Person Payments:** Go in person to our offices at the Lake Shore, Water Tower, or Health Sciences Campus, and make the payments with cash, check, or money order.
- **Mailed Payments:** Send payments, along with the student's LID, to:
Loyola University Chicago | 3953 Solutions Center | Chicago, IL 60677-3009.
- **Credit Card Payments:** Make payments via LOCUS. A 3% convenience fee will be assessed by TouchNet.

To learn more, please visit **[LUC.edu/bursar/payment](https://luc.edu/bursar/payment)**

Student Health Insurance

Students are automatically billed \$3,869 for Loyola's health insurance plan. Students covered by another policy may opt out of Loyola's health insurance by submitting a waiver in LOCUS under **Financial Account>Student Health Insurance** by October 1, 2026.

Dewar Tuition Insurance

Students are automatically billed \$234 for tuition insurance if they do not opt out during class registration. Tuition Insurance covers 75% of tuition and fees if a student withdraws for medical reasons. Learn more about Tuition Insurance at **[LUC.edu/bursar/tuition_insurance](https://luc.edu/bursar/tuition_insurance)**.

Parent/Guest Access

Parent/Guest Access ensures compliance with the Family Education Rights and Privacy Act (FERPA) and provides permission to parents to receive e-Bills, view the student account, waive health insurance, view and create a payment plan, view a 1098-T, and communicate with offices on campus. To grant your parent or guest permission to access these services, please fill out the form in LOCUS under **Profile> Parent/Guest Access** or go to **[LUC.edu/bursar/parent_access](https://luc.edu/bursar/parent_access)** to learn more.

We look forward to seeing you on campus this fall! If you have any questions about services of the Bursar Office, please contact us at **bursar@luc.edu** or call 773.508.7705.

Sincerely,

John Campbell

John Campbell
Bursar