

Office of the Bursar

Student Checklist

LUC.edu/bursar | bursar@luc.edu | 773.508.7705 | Sullivan Center, Suite 190

1. Student Health Insurance: Waive out or Fast Track

WAIVE OUT if you are already covered by a parent's insurance or your own policy.

Fall-billed deadline: Oct. 1 | **Spring-billed deadline:** Feb. 28

FAST TRACK into Loyola's Student Health Insurance to enroll and receive your insurance card.

Annual Rate: \$3,190 | Term of Coverage: August 1, 2021-July 31, 2022

Spring Rate: \$1,852 | Term of Coverage: January 1, 2022-July 31, 2022

LUC.edu/LOCUS > [Financial Account](#) > [Student Health Insurance](#)

2. Set up Parent/Guest Access

Set-up parents and guests for LOCUS so they can view tuition e-Bills and the Account Summary, create payment plans, and more. In order to best assist with the most common financial questions, you may select the following boxes to give parents and guests access: **Account Summary, e-Bill and Financial Aid.**

LUC.edu/LOCUS > [Profile](#) > [Parent/Guest Access](#)

3. Set up optional Installment Plan (iPlan)

Make educational expenses more manageable with a monthly installment plan. Enrollment dates vary, and both annual and term plans are available.

LUC.edu/iplan

4. Complete items on your To Do List

The To Do list in LOCUS shows additional steps that are needed to complete the financial aid process. Please note that your financial aid may not disburse until all items on the To Do List are completed.

LUC.edu/LOCUS > [Task](#)

5. Create a Direct Deposit Profile for Refunds

Sign up for Refund Direct Deposit to have financial aid refunds deposited directly to your checking or savings account. The refund process for undergraduate students begins the third week of the semester.

LUC.edu/LOCUS > [Financial Account](#) > [Refund Direct Deposit Profile](#)

6. Submit your Rambler Card Photo

Submit an updated photo for your Rambler Card via Loyola's Online Card Office photo submission tool. After logging in with your username and password, find "Upload ID Photo" under Quick Links (along the right-hand side), and follow the provided instructions. Be sure to review the Photo Submission criteria before submitting an image.

Photo Submission Tool: <http://get.cboard.com/luc/full/login.php>

Photo Submission Criteria: <http://www.luc.edu/campuscard/services/photosubmission/>

Additional things to note:

- **Federal Stafford Loan Master Promissory Note and Entrance Counseling**

In order for Federal Stafford Loans to disburse on your Loyola account, you must complete both the Master Promissory Note (MPN) and the Entrance Loan Counseling at studentloans.gov.

LUC.edu/finaid

- **Dewar Tuition Insurance**

Provides a refund of up to 75% if you withdraw from Loyola for medical reasons. August 29th is the last day to email bursar@luc.edu to change the selections made when registering.

LUC.edu/bursar > [Services](#) > [Tuition Insurance](#)

- **Prepaid Tuition Plan & 529 Savings Plan**

Prepaid Tuition Plan: If you have a **Prepaid Tuition Plan**, please notify the state program about your student's enrollment. After the start of the semester, the Bursar's Office will send an invoice to the state program for payment at the current payout rate. Please contact your state program for the current payout rate.

College Savings Plan: If you have a **College Savings Plan** please notify your financial institution of the amount you would like sent to the school.

LUC.edu/bursar > [Billing/Payment](#) > [Payment Methods](#) > [529 and Third Party](#)

- **Payment Methods**

Students have the option to pay by electronic check (e-Check), credit card, in-person, by mail, or by wire transfer.

LUC.edu/bursar > [Billing/Payment](#) > [Payment Methods](#)

- **Rambler Card: Rambler Bucks vs. Dining Dollars**

Loyola is a one-card University; your Rambler Card enables you to access buildings, swipe into the Dining Halls, make other purchases on- and off-campus, use the University shuttle, attend athletic events, etc. On-campus laundry services only accept Rambler Bucks.

Dining Dollars:

- Funds included as part of your All-Access Meal Plan;
- To be used at on-campus dining locations only;
- Carries over from Fall to Spring, but remaining funds are cleared at the end of the Spring term.

Rambler Bucks:

- Starts with a \$0 balance, and funds must be added;
- To be used at all the same locations as Dining Dollars, in addition to laundry, printing, bookstore, vending, and many more -- find the list of locations at link below;
- Carries over from Fall to Spring, and year-to-year. Funds expire when student leaves Loyola.

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- **Manage Your Meal Plan & Rambler Bucks**

You can review and manage your meal swipes, Dining Dollars, and Rambler Bucks by visiting the OnLine Card Office or downloading the GET Mobile app. Students can log in (to the website or app) with their Loyola username & password, and review balances & transaction history, upload photo for Rambler Card, turn card off or on, and deposit to Rambler Bucks. Parents/others can only use the "Guest Deposit" through the OnLine Card Office to deposit Rambler Bucks.

After August 20th, you can review your balances, adjust your meal plan, and add Rambler Bucks as desired.

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