



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

Dear Student,

The Bursar staff is delighted to welcome you to Loyola! Our office is responsible for the billing and receipt of payments of tuition and fees and we would like to familiarize you with some of our services.

Billing

Electronic bills (e-Bills) are generated on the 15th of every month, providing 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 month.

Payment Methods To learn more go to [Luc.edu/bursar/payment](https://luc.edu/bursar/payment)

- **E-Check** to submit payment through LOCUS by providing your checking or savings account number.
- **Installment Plan (iPlan)** to divide your balance over monthly installments. The last day to enroll and first payment due date for a 12-month plan is **June 5, 2021**.
- **In-Person Payments** can be made with cash, check or money order at either the Lake Shore or Water Tower Office of the Bursar locations.
- **Mailed Payments**, with the student's LID included, can be sent to:
Loyola University Chicago | 3953 Solutions Center | Chicago, IL 60677-3009.
- **Credit Card Payments** can be made via LOCUS. A 2.85% convenience fee will be assessed by TouchNet.

Student Health Insurance

Students are automatically billed \$3,190 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, 2021.

Dewar Tuition Insurance

Students are automatically billed \$201 for tuition insurance if they do not opt out at the time of enrollment. Tuition Insurance covers 75% of term 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](https://luc.edu/bursar/parent) to learn more.

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

Sincerely,

John Campbell
Bursar