

Student Financial Guide

A guide to understanding and managing your financial obligation at CIA.





Student Accounts

The Student Accounts Office is happy to answer questions regarding tuition and fees, student billing, payment options, and due dates.

CIA uses an online billing system which allows students to give parents and other third parties access to your student account and bill.

mycia.edu/studentaccounts

Monday through Friday
8:30am–12:30pm; 1:30–4pm
Room 106

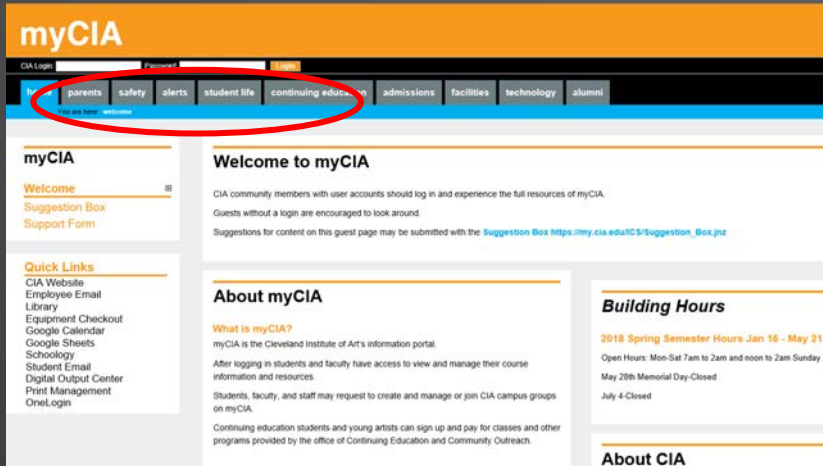
Financial Aid

The Office of Financial Aid is here to assist you in financing your education. Counselors are available weekdays throughout the academic year and summer to meet with families on a walk-in basis.

cia.edu/financialaid

Monday through Friday
8:30am–4:30pm
Room 122

myCIA: Sign in



Sign in is simple and secure

The URL to access myCIA is **my.cia.edu**

Students: Use CIA User ID and password.

Authorized Users: Use the ID and password provided via email.

- User ID and password are case sensitive.
- Save the URL as a favorite
- No VPN required
- Once in myCIA, do not use your internet browser's back button – this could cause you to lose information.

IMPORTANT SECURITY FEATURE: myCIA automatically signs you out after 15 minutes of inactivity

Student Checklist



Before the start of each semester, make sure that...

- All requested documents have been received (check NetPartner)
- Federal loan entrance counseling has been completed.*
- Stafford Loan promissory note has been signed.*
- Perkin Loan promissory note has been signed.*
- Application for supplemental financing through a private lender or Federal PLUS has been completed, approved, and verified.
- Medical Insurance waiver has been submitted online (if you are already covered).
- Tuition Bill has been reviewed in myCIA.
- Enrollment Verification Form has been completed online.
- External Scholarship Checks have been submitted to the Office of Financial Aid.

*Where applicable, an email notification will be sent to the student's CIA email address with instructions on how to complete the promissory note electronically.

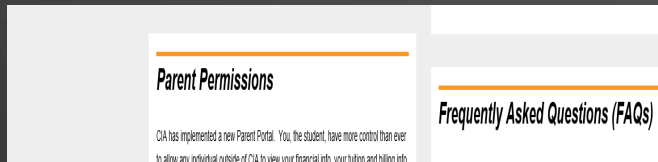
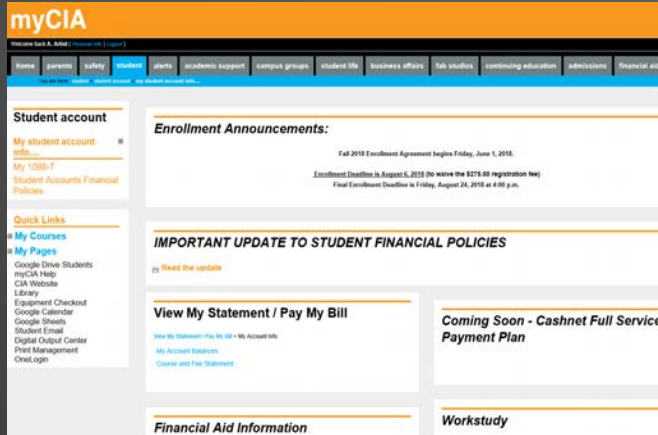
Financial Aid

A screenshot of the CIA NetPartner Financial Aid System login page. The page has an orange header bar with a "Help" link. Below the header, the CIA logo is centered, followed by the text "The Cleveland Institute of Art". The main heading is "CIA NetPartner Financial Aid System". A welcome message states: "Welcome to The Cleveland Institute of Art Online Financial Aid System called NetPartner. Using this system allows you to:". Below this, a bulleted list of features is provided: "View your financial aid awards", "View a list of documents we've received from you and a list of the documents still outstanding", "Accept or decline financial assistance offered to you", "View your student loans for the current year", and "View messages regarding your financial aid awards". A "Log In Instructions" section follows, explaining that users must have a financial aid record and CIA ID already created. To the right of the text is a "LOG IN" form with fields for "User Name" and "Password", a "Submit" button, and a link for "Forgot Your Password? Create New User". Below the login form is a "What's New" section with the text "Early Action 1 applicants must".

Financial Aid

- If you have not begun the financial aid application process, you can get started by completing the online **Free Application for Federal Student Aid (FAFSA)**.
- Enter our school code, 003982 on your application
- CIA Financial Aid Office receives a copy within 1-3 business days.
- Your Financial Aid Award Letter and instructions will be mailed to you, providing access to NetPartner site.

Billing and Payments



Student Accounts

myCIA allows students and authorized users to view the student account information. Under “My Student Account,” you may:

- Review financial policies
- View an account summary
- View your current course listing and fee statement
- Grant access to individuals/third parties to view your account information
- Apply for Cashnet’s Payment Plan
- Link to your Financial Aid info
- Link to your paystubs and withholding information (workstudy students only)

In accordance with the federal regulations established by the Family Educational Rights and Privacy Act (FERPA), students must authorize parents or other third parties to view their tuition bill. Tuition bills are the responsibility of the student and only the student can control access to their bill. If the student would like a third party to have access to view and/or pay their bill online, simply add the individual on as an authorized user.

Billing and Payments



Cleveland Institute of Art

Student Billing Statement Office of Student Accounts

A Artist
11610 Euclid Ave.
Cleveland OH 44106
UNITED STATES OF AMERICA

Student ID#: #####

Statement Date : 3/20/2018

Statement Balance : \$ 0.00

Please advise the Registrar of any change in billing address.

| TERM | DATE | DESCRIPTION | CHARGES | CREDITS | TOTAL |
|-------------|----------|-----------------------------------|--------------------|-----------|-----------|
| | | | Beginning Balance: | | \$.00 |
| Spring 2018 | 01/17/18 | Private Loan Payment - Thank you. | .00 | -2,900.00 | -2,900.00 |
| Spring 2018 | 01/23/18 | Full-Time Tuition | 18,990.00 | .00 | 18,990.00 |
| Spring 2018 | 01/23/18 | Student Activity Fee | 115.00 | .00 | 18,205.00 |
| Spring 2018 | 01/23/18 | Health Services Fee (Mandatory) | 280.00 | .00 | 18,485.00 |
| Spring 2018 | 01/23/18 | Lab/Technology Fee | 875.00 | .00 | 17,340.00 |
| Spring 2018 | 01/23/18 | Graduation Fee | 215.00 | .00 | 17,555.00 |
| Spring 2018 | 01/23/18 | CIA Gund Family Scholarship | .00 | -6,000.00 | 11,555.00 |
| Spring 2018 | 01/24/18 | Kenneth F Bates Scholarship | .00 | -645.00 | 10,910.00 |
| Spring 2018 | 01/24/18 | CIA Distance Scholarship | .00 | -1,000.00 | 9,910.00 |
| Spring 2018 | 01/24/18 | CIA Grant | .00 | -750.00 | 9,160.00 |
| Spring 2018 | 01/24/18 | Jean B. Fuchs Scholarship | .00 | -1,330.00 | 7,830.00 |
| Spring 2018 | 01/24/18 | Elsa Vick Shaw Memorial Fund | .00 | -1,500.00 | 6,330.00 |
| Spring 2018 | 01/24/18 | Herbert A White Scholarship | .00 | -760.00 | 5,570.00 |
| Spring 2018 | 01/26/18 | Subsidized Federal Direct Loan | .00 | -2,721.00 | 2,849.00 |
| Spring 2018 | 01/26/18 | Unsub Federal Direct Loan | .00 | -3,463.00 | -614.00 |
| Spring 2018 | 01/31/18 | A/R refund check | 614.00 | .00 | .00 |

| Previous Balance | Current Charges | Current Payments and Credits | Pending Approved Financial Aid | Statement Balance |
|------------------|-----------------|------------------------------|--------------------------------|-------------------|
| \$.00 | \$ 21,069.00 | \$ (21,069.00) | \$0.00 | \$ 0.00 |

Amount Due: \$.00

This is your SPRING tuition bill.

* Indicates Preliminary Transactions

The above total amount due may have been calculated using preliminary transactions. If the actual amounts received differ from the preliminary amounts, you will be billed for the difference or receive a refund for any overpayment.

Direct Loan borrowers have the right to cancel all or any portion of their loan funds without incurring costs by submitting a written request to the Financial Aid Office within 14 days of the date of this statement.

Cleveland Institute of Art | Student Accounts | 11610 Euclid Avenue | Cleveland OH 44106 | 216.421.7318 | studentaccounts@cua.edu | cua.edu

Billing

- CIA utilizes a paperless tuition billing system.
- Instead of mailing a paper bill, the student, and users you've authorized, will receive enrollment and billing notifications via email.
- Billing statement shows your account activity for the current term. The current billing statement will include all charges, credits, and pending financial aid.

myCIA

Welcome back A. Artist ([Personal info](#) | [Logout](#))

[home](#) [parents](#) [safety](#) [student](#) [alerts](#) [academic support](#) [campus groups](#) [student life](#)

You are here: [student](#) > [student account](#) > [my student account info....](#)

Student account

[My student account info....](#)

[My 1098-T](#)

[Student Accounts Financial Policies](#)

View My Statement / Pay My Bill

This statement may not include all transactions to date; therefore, may result in a balance due.

[My Account Balances](#)

[Course and Fee Statement](#)

Billing and Payments



View My Statement / Pay My Bill - Pay on My Account

[View My Statement / Pay My Bill](#) > [My Account Balances](#) > [Pay on My Account](#)

Amount To Pay

Tuition & Fees - CE Balance: \$0.00

Misc. Student Receivable Balance: \$0.00

Tuition & Fees Balance: \$0.00 x

CIA Cleveland Institute of Art

Payment Portal

Bills to Pay

Payment

| Host ID | Transaction Description | Amount |
|---------|--------------------------------|-------------|
| 26095 | Online Tuition and Fee Payment | \$15,986.00 |

Payment Mailing Address

Cleveland Institute of Art
Student Accounts
11610 Euclid Avenue
Cleveland OH 44106

Payment Options

Online Payment Option

1. E-check or savings deduction
 2. Discover, MasterCard, or Visa
(a convenience fee will be added to transaction)
- NOTE: Online payments are reflected immediately in the student's account.

Other Payment Options

1. Mail payment with a pdf version of the bill
2. Pay in person at the Student Accounts window—
cash/check only (Room 106)
3. Cashnet Payment Plan
4. Wire Transfer
(contact Student Accounts for more information)

NOTE: Checks and money orders should be in U.S. dollars drawn on a U.S. bank and made payable to 'CIA.' Please include the student's ID number on the check or money order.

Billing and Payments

The image shows the CashNet Payment Portal interface. At the top, the "CASHNET" logo is displayed with a small icon of a graduation cap, followed by the text "Payment Portal". Below this, there are two main sections: "Registered Users" and "New Users". The "Registered Users" section contains fields for "Email Address" and "Password", a "Forgot your password?" link, and a "LOGIN" button. The "New Users" section contains a description of the site's purpose, a "School Name" dropdown menu, and a "CONTINUE" button.

CASHNET
Payment Portal

Registered Users

Email Address

Password

[Forgot your password?](#)

LOGIN

New Users

This site allows users to sign up for installment payment plans for students enrolled in any of our participating schools.

School Name

CONTINUE

CashNet Payment Plan

- The Cashnet Payment Plan allows you to pay the balance of your billing statement in monthly installments as opposed to one full payment each semester.
- Not a loan and there are no interest fees charged.
- Enrollment fee of \$70 for the year or \$40 fee for each semester
- commerce.cashnet.com

Set Up Authorized Users



Set up authorized Users

- From the **student** tab select “Personal info.”
- Select “I want to assign or update permissions...”
- You can set your FERPA permissions, change your contact information, or change your emergency contacts.

The screenshot shows the top navigation bar with tabs: home, parents, safety, **student**, alerts, academic support, and campus gr. Below the navigation bar, a blue banner indicates the current path: "You are here: student > personal info > my personal info...". The main content area is divided into two columns. The left column has a heading "Personal info" and three links: "My personal info...", "Set FERPA Permissions", and "My contact info....". Below these is a "Quick Links" section with a link to "My Courses". The right column has a heading "FERPA Permissions:" and a paragraph explaining that the user understands the CIA's FERPA policy. Below the paragraph is a link "I want to assign or update permissions....". At the bottom right, there is a "Contact Information:" heading.

The screenshot shows the content of the FERPA permissions page. It includes three sections: "What information is included as part of my educational record?", "Why should I allow individuals permission to my educational records?", and "Any questions about FERPA or completion of FERPA permissions?". Below these sections is a table titled "Your Current Permissions".

| Name | Access status | Access to | More info |
|-----------------|---------------------------|---|-----------------------------|
| [Redacted Name] | Has access (indefinitely) | Everything | View detail |
| [Redacted Name] | Has access (indefinitely) | 1098T info, Financial Aid, Grades, Transcript | View detail |

Below the table is a button labeled "Define New Permissions".

Contact Us



Other Useful Information

Financial Office

financialaid@cia.edu

P 216.421.7425

F 216.754.3634

11610 Euclid Avenue
Room 122
Cleveland OH 44106

Student Accounts

studentaccounts@cia.edu

P 216.421.7418

F 216.421.7333

11610 Euclid Avenue
Room 106
Cleveland OH 44106

Registrar

registrar@cia.edu

P 216.421.7321

F 216.754.3385

11610 Euclid Avenue
Room 120
Cleveland OH 44106

Student Life + Housing

studentlife@cia.edu

P 216.421.7495

F 216.754.3385

11610 Euclid Avenue
Room 120
Cleveland OH 44106

myCIA

web@cia.edu

This address is monitored by the Support Services team. General questions about myCIA should be directed to this address.

University Services

healthservice@case.edu

cia.edu/health-services

P 216.368.4250

F 216.368.8530