



The forms for the Office of Student Accounts are available online.

REQUIRED: ONCE EVERY YEAR

Financial Responsibility Agreement Form

Signing that you have read and agree to follow the financial policies of the college.

OPTIONAL:

Authorization for the Release of Financial Information (Financial FERPA) (recommended)

Submit this form to give permission for AIC to discuss financial information with parents, guardians, spouse, siblings, etc.

FERPA: Family Educational Rights and Privacy Act: All information about the student is private and confidential unless written permission is provided to discuss with a third party.

Authorization for Federal Student Aid

Submit this form to indicate how AIC may use your Federal Student Aid. All options offered on this form are assumed to be declined unless you submit the form indicating that you accept a specific option.

aic.edu/studentaccounts

1. Choose Forms from the options listed
2. Login using your AIC email and password
3. Complete and submit forms



UNDERGRADUATE RESIDENCE & MEAL OPTIONS



AMERICAN INTERNATIONAL COLLEGE

RESIDENCE LIFE

- Resident Students are required to have a meal plan.
- Meal plans start on the official move-in date at the beginning of each semester. **Your student ID must be shown at each meal.**
- Residents may decrease their meal plan through the end of the add/drop period (based on eligibility criteria). You may increase your meal plan at any time. All requests for changes require the Residence Life Waiver Request form to be submitted.
- Additional fees may be charged for housing during Thanksgiving, Winter break, Spring break, and during the Summer.



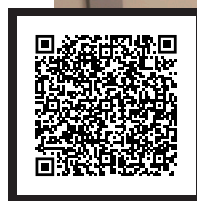
New/Transfer Students: To apply for housing, go to www.aic.edu/myhousing and follow all instructions for "New and Transfer Student Housing." For specific move-in information: for the Fall semester please visit www.aic.edu/movein. Please contact Residence Life for move-in information for the Spring and Summer semesters.

Returning Students: To apply for housing, go to www.aic.edu/myhousing and sign-in to the MyHousing Portal.



CONTACT RESIDENCE LIFE

Residence Life
Campus Center, 2nd Floor
413-205-3271
residence.life@aic.edu



COMMUTER MEAL PLANS

AIC has Meal Plans available to commuter students!

PLAN: 30 Meals per semester: \$580

- 30 meal swipes for the Dining Commons
- \$200 Dining Dollars
- Up to 5 Meal Exchange Swipes per week to be used in the Hive*

Commuter Student Meal Plan Request Form

Additional plans that include more meals are available. Commuters must purchase a plan each semester.

BUZZ BUCKS

Students can purchase Buzz Bucks. Buzz Bucks are added to your ID card. They are similar to a debit account and decline as you use them. They are valid at any dining location on campus and at Dominos.



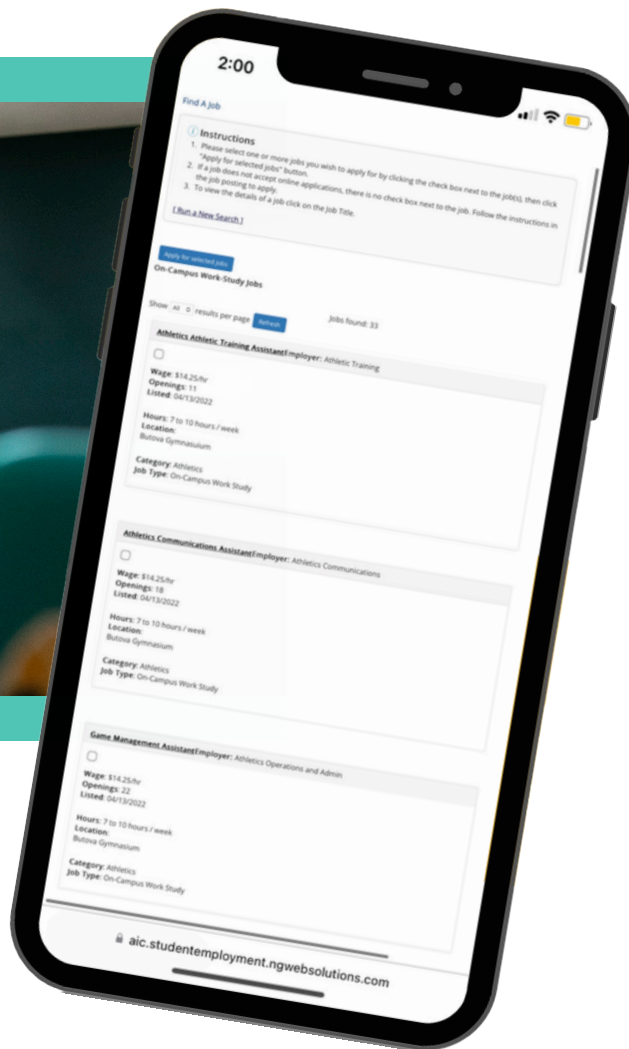
CONTACT FOOD SERVICE

Food Service
Dining Commons
413-654-1416

Note: all information subject to change. For the most up-to-date information, please visit: aic.edu/studentaccounts



SAREMI CENTER FOR CAREER DEVELOPMENT



HOW CAN WE HELP?

- Campus Jobs
- Resume and Cover letter help
- Internship Assistance
- Mock Interviews
- Career Exploration
- Full/Part-time Job Search

STAY CONNECTED

Saremi Center for Career Development
Schwartz Campus Center, 2nd Floor
413-654-1411
Monday–Friday: 8:30 a.m.–4:30 p.m.
saremi.center@aic.edu



APPLY FOR WORK- STUDY NOW!

No more submitting your resume or cover letter. Visit **aic.edu/studentjobs** to apply.

Note: all information subject to change. For the most up-to-date information, please visit: aic.edu/studentaccounts



AMERICAN INTERNATIONAL COLLEGE

Individual meetings offered in person or via email, phone, or video chat:

- Individual career counseling, exploration, and planning
- Resume and cover letter review
- Job search strategy building
- Interview preparation and mock-interviews
- Networking advice and coaching
- Referrals to resources
- Some graduate students may be eligible to hold Federal Work Study Positions. It is necessary to complete a FAFSA to make this determination. Job information can be found at **aic.studentemployment.ngwebsolutions.com/**
- Webpage: **aic.edu/student-life/saremi-center-for-career-development**
- Contact us now so we can help you define, develop and achieve your employment goals!



<https://aic.edu/student-life/saremi-center-for-career-development>



STUDENT EMPLOYMENT
<https://aic.studentemployment.ngwebsolutions.com/>



Scan the QRcode
for **i9 documents**.

WORK STUDY

A limited number of part-time jobs are available on campus. On-campus employees are limited to a maximum of 10 hours of work per week while classes are in session. Most campus jobs expect a student to work between 6 and 10 hours per week. The number of hours a student can work will be determined by the hiring department's student employment budget and the financial aid awarded to the student.

The Office of Career Development maintains listings of on-campus and off-campus jobs. Off-campus work study jobs include positions in both non-profit and small business organizations. Students working in small businesses through Federal Work Study can work up to 20 hours per week.

No student may work under the federal or institutional work programs without prior approval from the Financial Aid Office and Career Development.

Students who work on campus will be paid biweekly and are encouraged to use part of their earnings to make payments towards their account balances.

Student workers are required to file federal forms W-4 and I-9 as well as state form M4 prior to starting work. To complete the I-9, the student must provide documentation to show their identity and authorization to work. **Original documents must be provided. Copies cannot be accepted.**

STAY CONNECTED

Saremi Center for Career Development
Schwartz Campus Center, 2nd Floor
413-654-1411
Monday–Friday: 8:30 a.m.–4:30 p.m.
saremi.center@aic.edu

YOU'RE AT AIC NOW!

Congrats, you've made it - welcome to American International College. We're glad you're here - and we're in this together from orientation to graduation and beyond!

LET'S GET STARTED.

TEXTBOOKS & COURSE MATERIALS

We work with the instructor community to ensure we have the right materials in enough quantities every term.



How do you like to learn?

We've got you covered. We find all the formats we can to save you money.



Digital Textbooks

The ultimate in eco-friendly convenience: anytime, anywhere, on any device.



Used Textbooks

An easy option that's eco and cost-friendly.



New Textbooks

When you just really want a pristine book that's all your own. We get you.



Rental Textbooks

Save and simply return when you're done. You can even highlight and write in them too.

Drop or change classes?

No problem. Full refunds are available during the designated drop/add timeframe.

TECH & MORE

The Best Place for Tech

Need a new laptop?

Save with low educational pricing on select laptops, tablets and more. Our online store has the latest models from the top brands.



Accessories

Browse our vast selection of the latest audio, keyboards, cases and more!

Order online and pick up in store.

School Supplies to Keep You on Track

Pens, pencils, paper, supply kits, you name it - we carry it. Add them to your online order for extra convenience or pick them up when you are shopping in store.

GET GEARED UP

Show you AIC pride! From tees and sweatshirts to mugs and more, we've got the best selection of gear for you and the whole family. Plus, shop more styles and sizes online.

READY TO SHOW YOUR SCHOOL SPIRIT?

Sign up to get your welcome coupon and gear up to start your college journey.

30% OFF

ONE APPAREL, GIFT, OR SUPPLY ITEM*

DayOneWelcome.com

Access Code: 0088

Use URL above to enter email address in order to get your 30% off coupon, textbook information and reminders.

*This is not a coupon. Please sign up using the web address to receive one.



The Jed Foundation

We are proud to support the important work of the JED Foundation, aligned to our collective mission: to help students thrive. JED is a nonprofit that protects emotional health and prevents suicide for teens and young adults, giving them the skills and support they need to thrive today...and tomorrow. Learn more at JedFoundation.org.

AIC Campus Store | Schwartz Campus Center | 413-205-3353 | AICshop.com



Students may request book vouchers to be used at the AIC Campus Store

Requirements:

- Vouchers may be issued to students with an **anticipated credit balance** due to awarded financial aid.
- Vouchers will not be issued based on anticipated credits due to the monthly payment plan or for financial aid recipients who have not completed all required forms/procedures.

Vouchers Can be Used For:

- Vouchers may only be used to purchase books and supplies (paper, pens, etc.).
- Vouchers cannot be used for uniforms, equipment, laptops, or non-course related items.

How to Request:

- Vouchers are requested online via the myAIC portal at www.aic.edu/studentaccounts. Choose Book Voucher in the Directory or use the QR code listed below. Students will need to login in order to submit a voucher request.



Processing:

- Your voucher request will be reviewed by Student Accounts.
- Student Accounts will respond indicating whether the voucher was approved or denied.
- Approved vouchers will be forwarded to the AIC Campus Store. Student's may then go directly to the bookstore (in person or online) to make their purchases. Please allow 1-3 business days for processing prior to using the voucher.
- After the books are purchased, the total amount will be added to the student's account.

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