



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 (recommended)

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

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
4. Scan the QR code to go directly to the forms page (login required)



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.



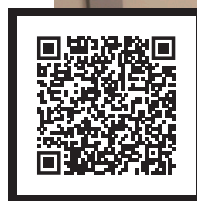
New/Transfer Students: To apply for housing, go to www.aic.edu/myhousing and follow all instructions for "New and Transfer Student Housing." For specific move-in information: for the Fall semester please visit www.aic.edu/movein. Please contact Residence Life for move-in information for the Spring and 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: \$595

- 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.

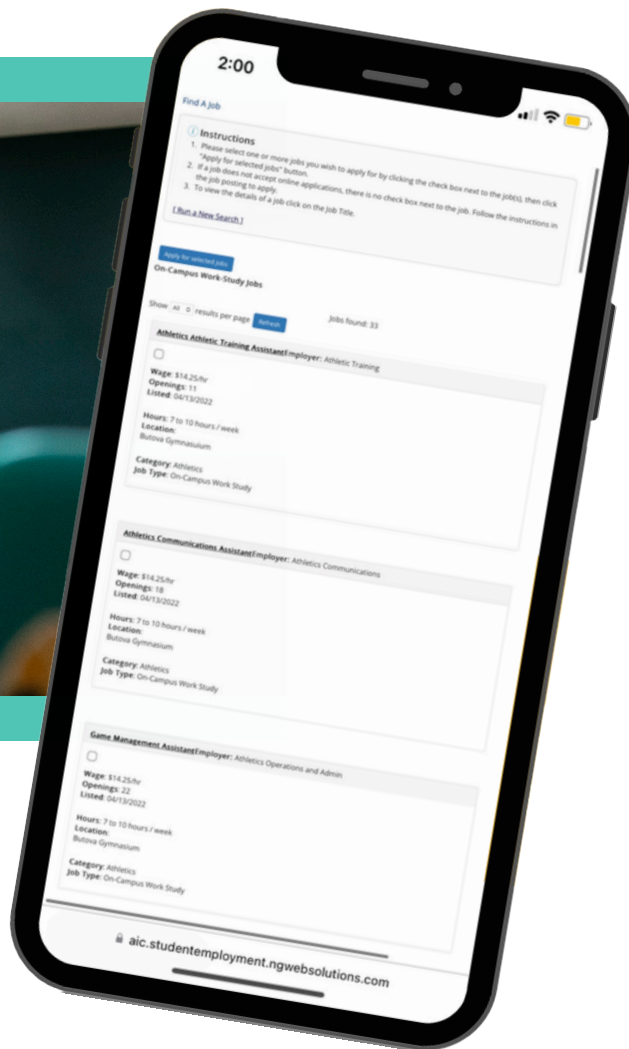
BUZZ BUCKS

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.

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!

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

WELCOME TO AMERICAN INTERNATIONAL COLLEGE

Congratulations! You're beginning one of the most exciting times of your life. We are here to support you with materials to succeed. The AIC Campus Store is your convenient on campus shop.



Every purchase at your campus store directly benefits your campus community. From student scholarships to new programs, your dollars make a difference in shaping a brighter academic future.



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.

Textbook Format Options

We source digital, new, used and rental textbook formats to provide you with options to help save you money.

Drop or change classes?

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

TECHNOLOGY

Tech Accessories

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

Need a new laptop?

Save with low educational pricing on select laptops, tablets and more.

Our online store has a large selection of the latest models from top brands.



ONE STOP SHOP

Supply Necessities

Lanyards, calculators, planners, notebooks, and more. If you run out of anything, we are here for your convenience.

Get Geared Up

We have the best selection of merchandise for you and your family. Scan the QR code, and shop online for even more styles and sizes.

Spruce Up Your Space

We have a great selection of bedding, bath, and organization merchandise online.

Order online and pick up in store.

TIME TO GET MERCH
30% OFF

ONE APPAREL, GIFT, SUPPLY, DORM OR TECH ACCESSORY ITEM*

Scan the QR code, and enter the access code: 0088 to get your coupon and enroll in textbook notifications, reminders, and offers from us.

*Exclusions apply. 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.



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.

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