



Northern Illinois  
University

Office of the Bursar

## College Illinois! Authorization Form



*College Illinois!* is a prepaid 529 Tuition Plan that is purchased through the State of Illinois, typically by a parent or guardian, in the years prior to a student's attendance at a university. This authorization form is **not** an application for financial aid. For more information on *College Illinois!*, please visit their website at [www.collegeillinois.org](http://www.collegeillinois.org).

**Please do not complete this form unless you are certain you have eligible prepaid college tuition benefits through *College Illinois!***

Northern Illinois University Bursar's Office will automatically bill College Illinois! for each term that the student is both enrolled in classes AND eligible to receive benefits. **Note: It is your responsibility to inform the Office of the Bursar if you do not want College Illinois! billed for any reason.**

I (the purchaser of *College Illinois!* plan) authorize Northern Illinois University to apply *College Illinois!* Prepaid Tuition (529) for the student (beneficiary) provided below:

N.I.U. Student (beneficiary) \_\_\_\_\_

Student ID \_\_\_\_\_

10-Digit College Illinois! Account Number(s) \_\_\_\_\_

*Please Note: NIU uses this number for verification purposes only. NIU will invoice for ALL eligible benefits associated with ALL accounts available to the beneficiary (even if not listed above).*

Purchaser's Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Purchaser's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Completed forms should be mailed or faxed to:

Northern Illinois University  
Student Receivables Office  
Swen Parson Hall 210  
DeKalb, Illinois 60115

FAX: (815) 753-0491

If you have questions regarding your *College Illinois!* prepaid tuition benefits, please contact our office at [thirdpartybilling@niu.edu](mailto:thirdpartybilling@niu.edu) and put "College Illinois" in the subject line, or call our office at (815) 753-9197.

# College Illinois!

## Plan Usage Highlights at Northern Illinois University

- **University Hours** are subtracted from available *College Illinois!* benefits on an hour-for-hour basis (if the student is registered for 12 hours - 12 are subtracted; if registered for 18 hours - 18 are subtracted).

- **Fee Units:**

One fee unit will be used each semester that the student is registered at NIU, including the summer semesters. The usage of one fee unit (per semester) will pay the following mandatory fees:

- General Fee
- Academic Program Enhancement Fee
- Student Medical Insurance (9 hours or more)
- Outreach Delivery Fee (off campus & online courses)
- Regional Course Charge (off campus & online courses)

Charges not covered by the usage of a fee unit include:

- Material Fees
- Student Medical Insurance (less than 9 hours)
- Housing-Related Charges
- Bookstore Charges
- Any Other Misc. Charges

- **Graduate or Law Students:**

Available *College Illinois!* benefits can be used to pay tuition. However, the amount covered will be calculated at the equivalent undergraduate rate.

- **Community College:**

University/Community College Plan: Available community college hours can be used to pay tuition at an accelerated rate. Fee units will cover eligible mandatory fees as stated above.

Community College ONLY Plan: Available community college hours can be used to pay tuition at an accelerated rate. Although community college only plans include fee units, these fee units cannot be used at a university and will deplete when community college tuition depletes.

To read more on community college benefits, please visit [www.collegeillinois.org](http://www.collegeillinois.org) or contact the Bursar Student Receivables Office.

- **Summer Semesters:** If benefits are not to be used for a summer semester, you need to notify the Bursar Student Receivables Office.

- **Important Tips:**

- *College Illinois!* considers a plan depleted once all available hours have been used, even if the plan still has remaining fee units. As a result, unused fee payments will not be refunded to you by *College Illinois!* after you exhaust your tuition credit hours.
- It is the student's responsibility to pay the charges that are not covered by *College Illinois!* benefits by the specified due dates, even if *College Illinois!* benefits have not yet applied.
- Always review *College Illinois!* benefit usage correspondence to be sure benefits have been deducted correctly.

- **Drops and Withdrawals:**

The university is required to bill *College Illinois!* for the number of credit hours students are enrolled in each semester as of the last date to withdraw after the add/drop period, for a 100% tuition refund. If a student reduces enrollment after this date, *College Illinois!* will not reduce the number of credit hours deducted from the student's *College Illinois!* account.

- **Scholarship(s) Refunds:**

Some students receive financial aid (e.g., scholarship, grant, waiver, etc.) that covers all or part of their tuition and/or mandatory fees. Northern Illinois University will submit a bill to *College Illinois!* for the reduced amount of tuition and fees not covered by that conflicting aid.

**Scholarship refunds** can be requested each semester you receive conflicting aid in this scenario. The account purchaser must request this refund by downloading the "Scholarship Refund Form" from the *College Illinois!* website ([www.collegeillinois.org/Downloads/ScholarshipRefundForm.pdf](http://www.collegeillinois.org/Downloads/ScholarshipRefundForm.pdf)). Documentation of the scholarship and confirmation of your enrollment for that term must also be sent with the Scholarship Refund Form to *College Illinois!*. Refunds are always issued to the account purchaser. **A scholarship refund request must be submitted each term in order to confirm your receipt of the scholarship. The request should not be submitted until NIU has invoiced for the term.**

Term	Submit Scholarship Refund Request to College Illinois!
Fall	October or after
Spring	March or after
Summer	July or after

Refunds from *College Illinois!* typically are not issued until Northern Illinois University has received payment. **If there is any discrepancy on the account and you receive a refund before *College Illinois!* pays NIU, then you may be required to pay back the difference on your NIU student account.**

**Address**

Northern Illinois University  
 Student Receivables Office  
 Swen Parson Hall 210  
 DeKalb, Illinois 60115

**Phones:**

Student Receivables: (815) 753-9197  
 Bursar: (815) 753-1885

**Email:** [thirdpartybilling@niu.edu](mailto:thirdpartybilling@niu.edu) and put "College Illinois" in the subject line

**FAX:** (815) 753-0491