

## 2015 General Information and Application Checklist

### COURSES

#### Session I

2.0 college credits • 2-week program • June 15 – June 26. Classes are M-F, 9:00 a.m.–4:00 p.m. and T/Th 6:00–8:00 p.m.

Residence check-in & orientation: June 14, 10 a.m. - 3:30 p.m.; Orientation June 14, 4:00 pm; First day of classes June 15; last day of classes June 26; Student exhibition June 26; residence hall move out June 27, by 12:00 p.m.

Advanced Projects  
Architecture: Process and Practice  
Digital Illustration and Motion Graphics  
Digital Photography  
Drawing the Urban Landscape  
Fashion Design  
Figure Drawing  
Oil Painting  
Sculpture: Materials and Methods  
Visual Communication Design

### COSTS

#### Session I

Tuition (includes a \$100 nonrefundable deposit)	\$2,762
Housing (\$700) + Meals (\$150) =	\$850
<small>(Note: Housing is optional, but the meal plan is required for students that live on campus.)</small>	
<b>Total</b>	<b>\$3,612</b>
<b>Additional Expenses*</b> <small>(suggested amounts)</small>	
Incidentals/personal spending	\$200
Supplies	\$300

### COURSES

#### Session II

2.0 college credits • 2-week program • June 29 – July 10. Classes are M-F, 9:00 a.m.–4:00 p.m. and T/Th 6:00–8:00 p.m.

Residence check-in & orientation: June 28, 10 a.m. - 3:30 p.m.; Orientation June 28, 4:00 pm; First day of classes June 29; last day of classes July 10; Student exhibition July 10; residence hall move out July 11, by 12:00 p.m.

3D Animation: Game Spaces/Virtual Env.  
Architecture and the Built Environment  
Designed Objects: Process and Product  
Experimental Drawing  
Fashion Construction  
Figure Drawing  
Figure Painting  
Oil Painting  
Sculpture: Art and the Environment  
Slow Photo  
Web Design, Interface and Structure  
Writer's Studio

### COSTS

#### Session II

Tuition (includes a \$100 nonrefundable deposit)	\$2,762
Housing (\$700) + Meals (\$150) =	\$850
<small>(Note: Housing is optional, but the meal plan is required for students that live on campus.)</small>	
<b>Total</b>	<b>\$3,612</b>
<b>Additional Expenses*</b> <small>(suggested amounts)</small>	
Incidentals/personal spending	\$200
Supplies	\$300

### COURSES

#### Session III

2.0 college credits • 2-week program • July 13 – July 24. Classes are M-F, 9:00 a.m.–4:00 p.m. and T/Th 6:00–8:00 p.m.

Residence check-in & orientation: July 12, 10 a.m. - 3:30 p.m.; Orientation July 12, 4:00 pm; First day of classes July 13; last day of classes July 24; Student exhibition July 24; residence hall move out July 25, by 12:00 p.m.

Alternative Comics and Graphic Novels  
Art and Street Culture  
Designing Change  
Fashion at the Edge  
Figure Drawing  
Figure Painting  
Material Manipulation  
Oil Painting  
Smart Sculpture: Interactive Objects,  
Video: Artist as Storyteller  
Visual Communication Design:  
The Revolution Will Be Designed

### COSTS

#### Session III

Tuition (includes a \$100 nonrefundable deposit)	\$2,762
Housing (\$700) + Meals (\$150) =	\$850
<small>(Note: Housing is optional, but the meal plan is required for students that live on campus.)</small>	
<b>Total</b>	<b>\$3,612</b>
<b>Additional Expenses*</b> <small>(suggested amounts)</small>	
Incidentals/personal spending	\$200
Supplies	\$300

### COURSES

#### Session IV

4.0 college credits • 4-week program • June 29 – July 24. Classes are M-F, 9:00 a.m.–4:00 p.m. and T/Th 6:00–8:00 p.m.

Residence check-in & orientation: June 28, 10 a.m. - 3:30 p.m.; Orientation June 28, 4:00 pm; First day of classes June 29; last day of classes July 24; Student exhibition July 24; residence hall move out July 25, by 12:00 p.m.

Advanced Digital Photo Projects  
Advanced Painting and Drawing Studio  
Advanced Projects

### COSTS

#### Session IV

Tuition (includes a \$100 nonrefundable deposit)	\$5,524
Housing (\$1,400) + Meals (\$300) =	\$1,700
<small>(Note: Housing is optional, but the meal plan is required for students that live on campus.)</small>	
<b>Total</b>	<b>\$7,224</b>
<b>Additional Expenses*</b> <small>(suggested amounts)</small>	
Incidentals/personal spending	\$350
Supplies	\$450

\* NOTE: Students may spend more or less than the recommended amounts listed above. Supply costs vary for each course and are determined in part by students' individual projects and material choices.

### APPLICATION CHECKLIST

Students may register for more than one session, but only one course per session. Students cannot register for sessions 2 or 3 concurrently with session 4, as they overlap dates. Only completed applications will be reviewed for enrollment. Registration materials will be accepted beginning January 5th, 2015 via slideroom at [saicscholarships.slideroom.com](http://saicscholarships.slideroom.com) or via mail or fax (see **Application Instructions on last page of this packet for details**). A complete registration application must include:

- 1-  REGISTRATION FORM: Complete, including Session and Course, and required student and parent/legal guardian signatures.
- 2-  MEDICAL HISTORY REPORT & CONSENT FOR MEDICAL TREATMENT, 2.1 and 2.2: Complete, including required student and parent/legal guardian signatures.
- 3-  FIELD TRIP, PHOTOGRAPHIC CONSENT & STUDENT DISCLOSURE OF CRIMINAL CONVICTIONS FORM: Complete, including required student and parent/legal guardian signatures.
- 4-  STUDENT RIGHTS & RESPONSIBILITIES: Read 4.1 and 4.2; complete, including required student and parent/legal guardian signatures.
- 5-  FINANCIAL AID/MERIT SCHOLARSHIP FORM: If applying for aid or merit; complete form, including required paperwork and/or image submission, and student and parent/legal guardian signatures.
- 6-  \$100 TUITION DEPOSIT: Check, credit card (American Express, Discover, MasterCard, Visa), or money order.
- 7-  VISA INFORMATION: Required for international students only\*.

ECP Summer Institute registration and financial aid/scholarship applications take approximately three weeks to process. Acceptance and award letters include a deadline to accept or decline the offer; failure to respond may result in loss of admittance and nonrefundable \$100 tuition deposit.

### SEE ATTACHED APPLICATION INSTRUCTIONS FOR DETAILS

#### ON HOW TO SEND IN (last page of packet)

### QUESTIONS?

PHONE: 312.629.6170  
EMAIL: [ecp@saic.edu](mailto:ecp@saic.edu)  
WEB: [saic.edu/ecpsi](http://saic.edu/ecpsi)

\* SAIC will issue documentation for a student visa to international students registering for any two-week session (or more) of the ECP Summer Institute. However, not all students need the documentation (called an I-20 form). The most common cases where students do not need an I-20 include the following:

- Are a US citizen or permanent resident;
- Are currently attending a high school within the US and have an I-20 from that school;
- Are visiting the US as a tourist and wish to take only a vocational or recreational course.

To determine if you will need an I-20 form from SAIC to apply for a student visa, please contact SAIC's International Affairs office at [intaff@saic.edu](mailto:intaff@saic.edu) or call 312.629.6830 and let the office know you will be attending SAIC as an ECP Summer Institute student. We also recommend that you contact your local US Consulate or Embassy for further advising; see [usembassy.state.gov](http://usembassy.state.gov) or [educationusa.state.gov](http://educationusa.state.gov) for more details.



Registration Form-1

To register for the ECP Summer Institute, please complete and submit the Registration Form-1 along with the completed Medical History Report & Consent for Medical Treatment-2.1 and 2.2; Field Trip, Photographic Consent & Student Disclosure of Criminal Convictions Form-3; Student Rights & Responsibilities-4.1 and 4.2; and Financial Aid and Merit Scholarship Form-5. Questions? Please call 312.629.6170. (Note: Phone registration is not available for the ECP Summer Institute.)

STUDENT INFORMATION

Form fields for Student Information including Last Name, First, MI, ID #, Address, Apartment, City, State, Zip Code, Home Phone, Mobile Phone, Email Address, Social Security Number, Date of Birth, Gender, School Name, School Type, Grade, Year of High School Graduation, and T-Shirt Size.

PARENT/GUARDIAN INFORMATION

Form fields for Parent/Guardian Information including Last Name, First, Relationship to student, Email Address, and Phone Type (Mobile, Home, Work).

PARENT/GUARDIAN INFORMATION

Form fields for Parent/Guardian Information including Last Name, First, Relationship to student, Email Address, and Phone Type (Mobile, Home, Work).

OPTIONAL

Optional questions including 'Do you consider yourself to be Latino/Hispanic?' and 'In addition, select one or more of the following racial categories to describe yourself: Native American or Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White'.

Session selection questions: 'Summer Institute session(s) you will be attending: Session 1 (2-week), Session 2 (2-week), Session 3 (2-week), Session 4 (4-week)' and 'Please check if you need housing: Session 1 (2-week), Session 2 (2-week), Session 3 (2-week), Session 4 (4-week)'. Also includes 'Do you have a roommate request? Name:'.

SESSION 1 - 2-WEEK SESSION

Form for Session 1 - 2-Week Session with fields for 1st Choice: Course Title, Tuition, and 2nd Choice: Course Title, Tuition.

SESSION 2 - 2-WEEK SESSION

Form for Session 2 - 2-Week Session with fields for 1st Choice: Course Title, Tuition, and 2nd Choice: Course Title, Tuition.

SESSION 3 - 2-WEEK SESSION

Form for Session 3 - 2-Week Session with fields for 1st Choice: Course Title, Tuition, and 2nd Choice: Course Title, Tuition.

SESSION 4 - 4-WEEK SESSION

Form for Session 4 - 4-Week Session with fields for 1st Choice: Course Title, Tuition, and 2nd Choice: Course Title, Tuition.

- Applying for financial aid - Complete the Financial Aid and Merit Scholarship Form-5; submit the requested financial documents.
Applying for merit scholarship - Complete the Financial Aid and Merit Scholarship Form-5; upload 6-10 examples of work in SlideRoom at saicscholarships.slideroom.com

REFUND POLICY All withdrawal requests must be submitted in writing to ecp@saic.edu and include the student's name, ID number, and course information. The date the request is received in writing is the date used to calculate the refund amount.

- 100 percent tuition refund less \$100 nonrefundable tuition deposit if withdrawal sent in writing on or before Friday, May 29, 2015. This deadline applies to all sessions.
No refunds will be issued after Friday, May 29, 2015.

Refunds take four to six weeks to process, depending on payment type.

Note: No tuition will be refunded, and financial aid and merit scholarships may be revoked, if a student is asked to leave the program for violations of policies or regulations.

I understand that I am academically and financially responsible for the course(s) for which I am registering. I have read and understood the Refund Policy outlined above.

Signature lines for student and parent/legal guardian, and print name lines for both.



# Medical History Report & Consent for Medical Treatment-2.1

Student Last Name First Middle Initial

ID # (If returning) Date of Birth

**PARENT/GUARDIAN INFORMATION** | **EMERGENCY CONTACT INFORMATION** (if different from/in addition to parent/guardian)

Last Name First Last Name First

Relationship to student Relationship to student

Email Address Email Address

Phone Type:  Mobile  Home  Work Phone Type:  Mobile  Home  Work

**PARENT/GUARDIAN INFORMATION** | **EMERGENCY CONTACT INFORMATION** (if different from/in addition to parent/guardian)

Last Name First Last Name First

Relationship to student Relationship to student

Email Address Email Address

Phone Type:  Mobile  Home  Work Phone Type:  Mobile  Home  Work

**INSURANCE INFORMATION - HEALTH INSURANCE IS MANDATORY FOR ALL STUDENTS.**

Insurance Company Policy Number Insurance Phone Number Expiration Date

**HEALTH & MEDICAL INFORMATION**

The following information is important for the safety and well-being of your child in the event of an emergency. All information is confidential and for medical purposes only.

**List any illnesses or medical conditions for which you are currently being treated**

Condition Treatment Year Diagnosed

Condition Treatment Year Diagnosed

Condition Treatment Year Diagnosed

**List any hospitalizations and/or surgeries**

Hospitalization/Surgery Reason/Indication Dates

Hospitalization/Surgery Reason/Indication Dates

Hospitalization/Surgery Reason/Indication Dates



# Medical History Report & Consent for Medical Treatment-2.2

## List current medications (include vitamins/herbs/non-prescription medications)

\_\_\_\_\_

\_\_\_\_\_

## List all allergies

Medications: \_\_\_\_\_

Other Allergies: \_\_\_\_\_

## Medical History- check all current or past conditions not indicated above

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Eye Disease/Defect         | <input type="checkbox"/> Kidney Disease               | <input type="checkbox"/> Tuberculosis                     |
| <input type="checkbox"/> Hearing Loss/Ear Problem   | <input type="checkbox"/> Liver Disease                | <input type="checkbox"/> Hepatitis (Type: _____)          |
| <input type="checkbox"/> Asthma                     | <input type="checkbox"/> Arthritis                    | <input type="checkbox"/> Mononucleosis/Epstein-Barr virus |
| <input type="checkbox"/> Heart Disease/Murmur       | <input type="checkbox"/> Scoliosis                    | <input type="checkbox"/> Skin Disorder: _____             |
| <input type="checkbox"/> High/Low Blood Pressure    | <input type="checkbox"/> Fractures                    | <input type="checkbox"/> ADD/ADHD                         |
| <input type="checkbox"/> Blood or Clotting Disorder | <input type="checkbox"/> Joint Injury                 | <input type="checkbox"/> Drug/Alcohol Problem             |
| <input type="checkbox"/> Sickle Cell Anemia/Trait   | <input type="checkbox"/> Neck and/or Back Problem     | <input type="checkbox"/> Tobacco Use                      |
| <input type="checkbox"/> Dizziness/Fainting         | <input type="checkbox"/> Neurological Disorder        | <input type="checkbox"/> Eating Disorder                  |
| <input type="checkbox"/> Anemia                     | <input type="checkbox"/> Seizure Disorder             | <input type="checkbox"/> Anxiety Disorder                 |
| <input type="checkbox"/> Ulcer Disease              | <input type="checkbox"/> Recurrent Headaches/Migraine | <input type="checkbox"/> Depression                       |
| <input type="checkbox"/> Irritable Bowel Syndrome   | <input type="checkbox"/> Endocrine Disorder           | <input type="checkbox"/> Bipolar Disorder                 |
| <input type="checkbox"/> Digestive Problems         | <input type="checkbox"/> Diabetes                     | <input type="checkbox"/> Other Mental Illness             |
| <input type="checkbox"/> Thyroid Disorder           | <input type="checkbox"/> Cancer/Malignancy            |   |

Other: \_\_\_\_\_

### MEDICAL TREATMENT

I hereby consent to the administration to and upon my minor or ward ("Student"), while enrolled as a student in the ECP Summer Institute ("Program"), of medical examination and treatment which, in the judgment of any physician or nurse selected by the School of the Art Institute of Chicago ("SAIC"), may be necessary or advisable as a preventative or first aid measure in the case of injury, illness, or accident. This consent includes emergency treatment, including but not limited to hospitalization and surgery, where deemed necessary, and the administration of vaccines, anti-toxins, and/or drugs as prescribed by a physician.

It is understood by the undersigned that the Art Institute of Chicago ("Museum") and SAIC assume no responsibility for the physical well-being of the Student nor any financial responsibility for any injury, illness or accident or for any medical or hospital treatment. It is also understood that this consent does not impose a duty upon the Museum or SAIC to provide medical assistance, transportation, or related services.

The undersigned hereby releases the AIC, SAIC, and their directors, officers, trustees, employees, agents, volunteers, successors, and assigns from and waive all claims and covenant not to sue for any liability, injury, loss, or damage, including attorneys' fees, in any way connected with any accident, injury, illness, or medical condition sustained or suffered by the Student.

X \_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Print Name



# Field Trip, Photographic Consent & Student Disclosure of Criminal Convictions Form-3

## ALL STUDENTS APPLYING FOR THE ECP SUMMER INSTITUTE:

### Participation in Field Trips

In consideration of my minor child or ward ("Student") being allowed to participate in any field trip conducted as part of the ECP Summer Institute, I do hereby, for myself, the Student and my dependents, heirs, executors, administrators, agents and assigns, agree to waive, hold harmless, indemnify, covenant not to sue, release, and forever discharge the Art Institute of Chicago, the School of the Art Institute of Chicago and their trustees, officers, employees, members, agents, successors, and assigns (hereafter collectively referred to as "Releasees"), for and from any and all responsibility, liability, causes of action suits, damages, demands, and claims whatsoever which I, the Student or those claiming under either of us may have, suffer, or incur now or in the future resulting from or arising out of the Student's participation in said field trip and any direct or indirect event in connection therewith occurring before, during and/or after said trip, including, but not limited to claims for death, personal injury, property damage or loss, whether arising out of alleged strict liability, negligence of Releasees, or otherwise.

On behalf of myself and the Student, I further agree to indemnify and hold harmless said Releasees of and from all liabilities described above, arising out of or connected with the Student's participation in said field trip, including any claims of third persons relating to the above matters, whether by subrogation or otherwise.

### Photographic Consent

In consideration for my minor or ward ("Student") being permitted to participate in the ECP Summer Institute ("Program"), I hereby grant permission to the School of the Art Institute of Chicago ("SAIC") and its agents to record photographs or other images or likenesses of the Student on videotape, audiotape, film, photograph or any other medium and use, reproduce, modify, distribute, and publicly exhibit such recordings, in whole or in part, without restrictions or limitations for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes. I further consent to the use of the Student's name, voice, and biographical material in connection with such recordings.

I understand that as part of the Program, the Student may create or participate in the creation of art projects. On behalf of myself and the Student, I grant permission to SAIC to photograph or reproduce in any medium any such projects, in whole or in part, without restrictions or limitations, for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes.

I waive, on behalf of myself and the Student, any right to inspect or approve the images described above and I understand that the images used may be distorted, blurred, or altered. I also understand that publication of the images is within the sole discretion of SAIC and that they may not be used at all.

On behalf of myself and the Student, I waive, release, and hold harmless SAIC from any claims related to the images described above or the exercise of the rights and permissions granted herein, including claims for compensation, claims of defamation or any claims regarding rights of privacy or publicity.

X \_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Print Name

## STUDENTS REQUESTING HOUSING:

### Student Disclosure of Criminal Convictions

As part of your request for housing in a residence hall, the School of the Art Institute of Chicago ("SAIC") requires you to disclose information regarding any criminal convictions that you may have. Your answer must be truthful, accurate, and complete. Acceptance into SAIC housing is expressly conditioned upon SAIC's review and acceptance, in its sole judgment, of your criminal conviction disclosure. If you are not accepted, SAIC will notify you. If SAIC learns at any time that your disclosure was not truthful, accurate, or complete, SAIC may, in its sole judgment, revoke your housing in a SAIC residence hall.

Indicate below by checking the appropriate box whether you have any instance in any state or country where you have pleaded guilty or were found to be guilty by a judge or jury to charges that you committed a crime other than minor traffic offenses. You are not required to disclose any arrest or criminal history record information ordered expunged, sealed, or impounded under applicable law or any conviction reversed on appeal.

YES       NO

If you checked "yes", you must complete the Student Disclosure of Criminal Convictions and Consent to Obtain Additional Information form. This form can be found at saic.edu/life/housing under the section titled "How to Apply." If you checked "yes" above, you must submit this form with your ECP Summer Institute application.

By signing below, you certify that this information regarding criminal convictions is truthful, accurate, and complete and that you understand and agree that you will notify SAIC immediately of any inaccuracies in, or corrections to, the information you disclose here. You also certify that you understand and agree that you have a continuing duty to notify SAIC of any criminal conviction during the time that you are living in SAIC's residence halls.

X \_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Print Name



## Student Rights and Responsibilities-4.1

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In order to participate in the ECP Summer Institute, both the student and his/her/their parent/legal guardian must agree that the student shall, at all times, abide by SAIC's Student Rights and Responsibilities.

Early College Program (ECP) students at SAIC have certain rights and responsibilities commensurate with those of degree-seeking students. These rights and responsibilities, which are subject to change from time to time, can be found at [saic.edu/students](http://saic.edu/students) (ECP students should refer only to section entitled Student Rights and Responsibilities) and include SAIC specific policies and student rules of conduct. All ECP students are expected to be familiar with and abide by the most current version of the Student Rights and Responsibilities as stated on the SAIC website, subject to the following modifications:

- I. The following provisions of the Student Rights and Responsibilities do not apply to ECP students:
  - Student Participation In Institutional Government;
  - Off Campus Studies Experiences;
  - Health Insurance;
  - Accident Insurance; and
  - Student Employment Committee.
  
- II. The Dean of Continuing Studies (or designee) may participate in or lead the intake, investigation and/or resolution of any claim arising under the following provisions of the Student Rights and Responsibilities:
  - The Procedures for Resolution of Discrimination, Harassment, or Retaliation;
  - Involuntary Withdrawal Policy;
  - Sexual Assault, Relationship Violence, or Stalking; or
  - Student Conduct Procedures.

*\*NOTE: ECP conduct matters are generally resolved using the informal resolution process.*



## Student Rights and Responsibilities Continued-4.2

### RULES FOR ECP SUMMER INSTITUTE RESIDENT STUDENTS ONLY

Residence hall and school policies have been established to assist in creating a comfortable living environment that is conducive to artistic and personal growth and development. All ECP students are expected to adhere to the ECP Summer Handbook, as well as the SAIC Rules of Conduct in the Student Rights and Responsibilities section, as outlined above. The ECP Summer Handbook can be found here: [saic.edu/cs/high\\_school/summerinstituteresidencyprogram/formsanddownloads/](http://saic.edu/cs/high_school/summerinstituteresidencyprogram/formsanddownloads/)

- Choose ECP Summer Institute Housing Handbook [PDF]

**Curfew:** In accordance with the City of Chicago's curfew ordinance, ECP students who have elected housing will not be allowed to leave the residence hall after 10:00 p.m. on weeknights (Sunday through Thursday) and 11:00 p.m. on the weekends (Friday and Saturday). All residents will be required to "sign in" for the evening immediately after the curfew time. All requests to be away from the residence hall for the night must be approved by the Hall Director. Your parent/legal guardian must contact the Hall Director via telephone and via a signed fax at least 48 hours prior to the date of departure. Requests to return to the residence hall after curfew will not be granted. Failure to comply with curfew requirements may result in your expulsion from the residence hall.

**Quiet Hours:** Quiet hours are in effect Sunday–Thursday, 11:00 p.m.–8:00 a.m. and Friday and Saturday, 12:00–8:00 a.m. During quiet hours, noise in public areas should be kept to a minimum. This includes the TV lounge and studio space. When quiet hours are not in effect, residents should still maintain noise levels that are considerate of the needs of others.

**Guests/Visitors:** The only visitors allowed for ECPSI students are the parent/legal guardians listed on the ECPSI application. ECPSI student residents are not allowed to have more than three other ECPSI student residents in their room at any given time. The total number of ECPSI student residents allowed in a residence room must not exceed five (two roommates and three guests).

**Public Transportation:** ECPSI students who have elected housing in the residence hall will not be allowed to use public transportation (CTA "L" lines, CTA buses, PACE buses, etc.) on their own until they have completed a CTA Orientation. CTA Orientations are offered on the first Wednesday and Saturday following move-in. ECPSI participants are allowed to use public transportation without a CTA Orientation only if accompanied by their faculty/teaching assistant on an academic sponsored trip (in class or workshop).

**Candles and Incense:** Candles and incense present a serious fire hazard and are not allowed in the residence hall.

**Fire Safety:** ECPSI students who have elected housing are required to vacate the residence hall when a fire alarm sounds. When an alarm sounds, all residents must walk quickly to the nearest stairwell and exit the building. Everyone should follow the instructions of the Residence Life staff, security officers, and fire personnel. Tampering with smoke detectors, fire extinguishers, or fire alarms in any SAIC facility is strictly prohibited.

**Windows:** ECPSI students must not tamper with the window safety equipment (including but not limited to window screens and window blocks) in the residence hall, nor allow any guest or visitor to tamper with the window safety equipment. Any issues concerning the proper operation of window safety equipment and/or damage to screens or window safety equipment must be immediately reported to Residence Life. Hanging items in the window or throwing objects from a window is strictly prohibited. Students may not place signs in or on their windows.

### ACKNOWLEDGMENT + AGREEMENT

By signing below, the undersigned Student and Parent/Legal Guardian each acknowledges that they have read and understand the above Rules of Conduct and, for resident students, the ECP Student Housing Handbook and further agree that the Student shall abide by the terms thereof while participating in the ECP Summer Institute. The undersigned also acknowledge and agree that SAIC may, in its sole discretion, impose sanctions against the Student, including but not limited to expulsion from the ECP Summer Institute and/or residence hall, if the Student fails to adhere to the rules and regulations set forth in these Rules of Conduct and, for resident students, the ECP Student Housing Handbook. Additionally, the undersigned acknowledge and agree that a violation of these Rules of Conduct and, for resident students, the ECP Student Housing Handbook may, in SAIC's sole discretion, serve as the basis for denying the Student admission to any other program and may result in the revocation of financial aid and merit scholarships.

X \_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Print Name



# Financial Aid and Merit Scholarship Form-5

## STUDENTS APPLYING FOR FINANCIAL AID

To be considered for financial aid you must provide the following items:

1. Registration Form-1; Medical History Report & Consent for Medical Treatment-2.1 and 2.2; Field Trip, Photographic Consent & Student Disclosure of Criminal Convictions Form-3; Student Rights & Responsibilities-4.1 and 4.2; and Financial Aid and Merit Scholarship Form-5 (including course choice and a signature).
2. Financial documentation, which may include one of the following: a copy of the family's most recent tax return, proof of unemployment, Form W-2 Wage and Tax Statement, or Aid to Families with Dependent Children (AFDC) medical card.
3. \$100 nonrefundable tuition deposit.

## STUDENTS APPLYING FOR MERIT SCHOLARSHIP

To be considered for merit scholarship you must provide the following items:

1. Registration Form-1; Medical History Report & Consent for Medical Treatment-2.1 and 2.2; Field Trip, Photographic Consent & Student Disclosure of Criminal Convictions Form-3; Student Rights & Responsibilities-4.1 and 4.2; and Financial Aid and Merit Scholarship Form-5 (including course choice and a signature).
2. 6-10 images/artwork samples submitted through SlideRoom.
3. \$100 nonrefundable tuition deposit.

NOTE: Regardless of whether you upload your application materials online or send via mail or fax, merit applications must consist of 6-10 images submitted online through SlideRoom. Artwork may be in any media, regardless of class choice. Creative writing merit scholarship submissions may be imported in SlideRoom as PDFs. Artwork is only required for merit scholarship consideration NOT admission into the program. See attached Application Instructions for steps on submitting this packet and images.

I am applying for Merit Scholarship and will upload my images for review at the same time that I submit my registration forms (see attached Application Instructions).

Student's Last Name	First	Middle	Social Security (required)
ID # (if returning)		Date of Birth	
Size of Household	How many in college ?		
Are there any other family members applying for financial aid?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
			If yes, how many?
Have you previously received financial assistance from SAIC?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
			If yes, when?

In addition to unrestricted funds, SAIC awards the Grace and Walter Byron Smith Scholarship to former or current Illinois Parochial high school students. This need-based scholarship is awarded on a first come, first served basis, and will cover a percentage of tuition, as funds are available. Make sure to list your school info below to qualify.

School Name	# of Years Attended	Year of High School Graduation
School Type:	<input type="checkbox"/> Public	<input type="checkbox"/> Private/Independent
	<input type="checkbox"/> Parochial	<input type="checkbox"/> Charter/Magnet
	<input type="checkbox"/> Home School	
<input type="checkbox"/> My portfolio was reviewed by an SAIC representative at the National Portfolio Day at _____		

I understand that no tuition will be refunded and financial aid and merit scholarships may be revoked if I am asked to leave the program for violations of policies or regulations. The information reported on this application is true and correct to the best of my knowledge. Incomplete applications and those received after the first day of class will not be considered.

X _____	_____
Signature of student	Print Name
X _____	_____
Signature of parent/legal guardian	Print Name



## Credit Card Information

Student Name

ID # (If returning)

Term

Cardholder's Name (as it appears on card)

Billing Address:

Address

Apartment

City

State

Zip Code

Phone Number

email

Card Type:  American Express  Discover  MasterCard  Visa

Credit Card Number

Expiration Date

Security Code

Amount: \$100 nonrefundable tuition deposit.

Amount to be charged if more than \$100 nonrefundable tuition deposit

*NOTE: if you are paying by check or money order, you must submit your items via mail or fax. If you are using a credit card, you may submit your forms online or via mail/fax.*

FOR OFFICE USE ONLY:

ID #

Process Date

Approval Code

Cashier's Name

Refund Date

Refund Amount

Refund Approval Code



# Application Instructions

Regardless of how you send in your application, a parent/legal guardian must sign all required sections for application to be considered and processed. Before May 29, a tuition deposit of \$100 is required to process any application. After May 29, full payment of tuition is required.

## APPLYING ONLINE

If you would like to submit all application materials online, you must pay the \$100 tuition deposit via credit card using the form on page 9 and follow the steps below. If you would like to pay the tuition deposit via check or money order, please see the steps listed to the right under "Applying via Mail or Fax".

*NOTE: if you are applying after May 29, you must pay the entire tuition amount.*

### To apply online- Registration Form

• Download the ECP Summer Institute Registration Form (PDF) from the Forms and Downloads web page:

[saic.edu/cs/high\\_school/summerinstituteresidencyprogram/formsanddownloads/](http://saic.edu/cs/high_school/summerinstituteresidencyprogram/formsanddownloads/)

• Once you have downloaded the PDF, open using Adobe Acrobat Reader or Pro.

You can download Acrobat Reader for free online: [get.adobe.com/reader/](http://get.adobe.com/reader/)

- Complete entire form, including digital signatures.
- Make sure to "Save As" and save the file with your name or another title of your choice. This ensures that info will be saved and visible when uploaded.

FILE > SAVE AS > ECPSI\_RegForm\_2015\_LastName.pdf

• It is best practice to close the file once you have saved/renamed and open again to make sure you can see the info.

### To apply online- Financial Aid and/or Merit Scholarship

If you are also applying for financial aid and/or merit scholarship, please follow steps below. If you are not applying for these, skip to next steps.

- Make sure to fill in the Financial Aid and Merit Scholarship Form - 5 (page 8 of this packet).
- Prepare financial aid documents for online upload. Financial documentation may include one of the following: a copy of the family's most recent tax return, proof of unemployment, Form W-2 Wage and Tax Statement, or Aid to Families with Dependent Children (AFDC) medical card. You can scan these documents or take a pic with a camera. As long as we can read *all* information!
- Prepare images for merit scholarship. 6-10 images are required for merit consideration. Jpeg files are best for artwork images, with at least 800 pixels on longest edge. You may also submit PDF files, audio files, or video files. Please limit audio and video files to under 5 minutes. Additional help with image prep and upload can be found at [slideroom.besnappy.com/faq#media](http://slideroom.besnappy.com/faq#media)

### To apply online- Uploading via SlideRoom

• Once you have all of your forms, documents, and/or images, you are ready to upload them online to finish the process!

• Create a SlideRoom account at [saicscholarships.slideroom.com](http://saicscholarships.slideroom.com)

• Choose Early College Program Summer Institute - 2015 from the program choices.

• Upload your completed and signed ECP Summer Institute Registration Form (PDF) in the attachment section.

If applying for Financial Aid, upload your Financial Aid Document(s) in the attachment section (Financial Aid Documents).

If applying for Merit Scholarship, upload 6-10 images of your best artwork in the media section.

• Once you have all items uploaded, click the submit button. Please make sure you have everything uploaded before you submit, as you cannot go back once you have completed that step. You are able to save your application as you go until you click that submit button!

If you have any questions, please contact us at 312.629.6170 or [ecp@saic.edu](mailto:ecp@saic.edu).

## APPLYING VIA MAIL OR FAX

If you would like to submit application materials via mail or fax, you may pay the \$100 tuition deposit via credit card, check, or money order and follow the steps below.

*NOTE: if you are applying after May 29, you must pay the entire tuition amount.*

### To apply- Registration Form

• Download the ECP Summer Institute Registration Form (PDF) from the Forms and Downloads web page:

[saic.edu/cs/high\\_school/summerinstituteresidencyprogram/formsanddownloads/](http://saic.edu/cs/high_school/summerinstituteresidencyprogram/formsanddownloads/)

• Complete entire form, including signatures.

• Send in forms, tuition deposit, and financial aid documents (if applicable) to:

ECP Summer Institute  
36 South Wabash Avenue, suite 1201  
Chicago, IL 60603

Fax: 312.629.6171

### To apply- Financial Aid and/or Merit Scholarship

If you are also applying for financial aid and/or merit scholarship, please follow steps below. If you are not applying for these, skip to next steps.

- Make sure to fill in the Financial Aid and Merit Scholarship Form - 5 (page 8 of this packet).
- Prepare financial aid documents and include with the ECP Summer Institute Registration Form. Financial documentation may include one of the following: a copy of the family's most recent tax return, proof of unemployment, Form W-2 Wage and Tax Statement, or Aid to Families with Dependent Children (AFDC) medical card.
- Prepare images for merit scholarship. 6-10 images are required for merit consideration and must be uploaded online, even if you are mailing in the registration form and financial aid documents. Jpeg files are best for artwork images, with at least 800 pixels on longest edge. You may also submit PDF files, audio files, or video files. Please limit audio and video files to under 5 minutes. Additional help with image prep and upload can be found at [slideroom.besnappy.com/faq#media](http://slideroom.besnappy.com/faq#media)

• Create a SlideRoom account at [saicscholarships.slideroom.com](http://saicscholarships.slideroom.com)

• Choose Early College Program Summer Institute - 2015 from the program choices.

• Upload 6-10 images of your best artwork in the media section. You can skip the Attachments section since you will be sending those in separately.

• Once you have all images uploaded, click the submit button. Please make sure you have everything uploaded before you submit, as you cannot go back once you have completed that step. You are able to save your application as you go until you click that submit button!

If you have any questions, please contact us at 312.629.6170 or [ecp@saic.edu](mailto:ecp@saic.edu).