

Office of Student Accounts Northwestern University
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NORTHWESTERN
UNIVERSITY

May 2010

Dear Parents:

We'd like to welcome you and your son or daughter to Northwestern University. The Office of Student Accounts is ready to help you with any questions that you may have about bills and payments.

I would like to call your attention to 9PAY, a tuition and fee installment payment option for Northwestern University undergraduate students. Tuition, room and board charges, and fees are normally due at the start of each term (September 1 for the fall quarter, January 1 for the winter quarter and April 1 for the spring quarter). 9PAY is designed to help you pay for the educational expenses on a convenient monthly basis instead of through larger quarterly payments.

You may apply for 9PAY on-line assisted by your son or daughter. He or she will log into CAESAR and click on 'Apply for 9PAY' under the Financial Services section of the Student Center. Additional information about 9PAY can be found at www.northwestern.edu/sfs/payments/9PAY/. Step-by-step instructions to access the online application are noted below.

Please note the June 1, 2010 application deadline. I realize room assignments will not be made until mid-July. In using the worksheet the following figures will be useful:

| | |
|--|-----------|
| Tuition | \$39,840 |
| Associated Student Government Activity fee | \$144 |
| Athletic Events fee | \$39 |
| Student Health Services fee | \$200 |
| Average room and board charges | \$12,240* |
| Student Health Insurance plan | \$2,466 |

(* The actual room and board charges and social dues will vary depending on the room assignment and board plan selected. The figure does not include dorm social dues.)

Any difference between the estimated charges and credits and the actual charges can be paid upon receipt of the normal fall, winter and spring invoices. Calling the Housing Office will hinder the issuing of room assignments for all students, so we encourage you not to do so. Please note that questions about actual room assignments or 9PAY can not be addressed by either the Office of Admission or the Office of Financial Aid.

I hope you find 9PAY to be a useful tool in paying the educational expenses for your son or daughter. Please feel free to contact my office with any questions you may have about 9PAY.

Sincerely,

A handwritten signature in cursive script that reads "Bradley Stene".

Bradley Stene
Director, Student Accounts

Instructions to Apply for 9PAY On-line

Undergraduates:

Completing the on-line 9PAY Application requires coordination between the applicant (parent, other) and student. The application, terms and conditions, a worksheet to determine the installment plan amount, and payment options are available on-line within [Apply for 9PAY](#). Applying on-line is secure, simple and should only take about ten minutes!

1. Student logs in through CAESAR using their NetID and password. Access the 9PAY application by clicking on [Apply for 9PAY](#) under the Financial Services section of the Student Center in CAESAR.
2. Calculate the Annual Budgeted Amount by using the recommended worksheet included within [Apply for 9PAY](#) or by using our general calculator at <http://www.northwestern.edu/sfs/payments/9PAY/9PayCalcUg.html> .
3. Complete the on-line application by typing or selecting the appropriate radio button to import demographic information already stored in CAESAR.
4. Review and confirm that all required information is completed. When you are ready, click the checkbox, "I have read the terms and conditions stated herein," and press "Submit". Within 3 business days you should expect an email confirmation regarding the activation of your 9PAY Payment Plan.
5. Within [Apply for 9PAY](#) review the information about electronic or mailed-in payments by pressing the "Payment Options" tab

Thank you for considering a 9PAY installment plan. If you have any questions regarding the plan, please contact our office.

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