

# Northwestern | COLLEGE PREP

To reserve your space in the program, College Prep must receive your nonrefundable deposit 3-weeks after your acceptance. Once your deposit is confirmed, you will be registered in your course (by CPP staff). Please submit your deposit by following the instructions below. If you have trouble logging into Caesar please contact NUIT at 847-491-4357 or [consultant@northwestern.edu](mailto:consultant@northwestern.edu). If you have a specific question about payment, such as types of payment accepted or setting up a payment plan, please reach out to Student Finance at 847-491-5224 or [studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu).

<p style="text-align: center;"><b>Step 1</b></p> <p>Login to CAESAR at <a href="http://northwestern.edu/caesar">northwestern.edu/caesar</a> using your NetID and password. The Student Homepage appears. Click the <b>My Account</b> tile.</p>	<p style="text-align: center;"><b>Step 2</b></p> <p>Click Make Deposit (Tuition/Housing) in the left navigation menu. If the left navigation menu is not shown, click the icon with two vertical bars to open it.</p> 
<p style="text-align: center;"><b>Step 3</b></p> <p>Click <b>Make Deposit</b> next to the appropriate item. The Deposit page of Commerce Manager Payer appears. Click <b>contact us</b> if you cannot link to a payment window.</p>	<p style="text-align: center;"><b>Step 4</b></p> <p>Select the appropriate Payment method (eCheck or Credit Card) from the drop-down menu and click <b>Continue</b>.</p>
<p style="text-align: center;"><b>Step 5</b></p> <p>Complete the requested information (Account Information, Credit Card information, Billing Address information, email address, etc.) and click <b>Continue</b>.</p>	<p style="text-align: center;"><b>Step 6</b></p> <p>To ensure account security, click the red <b>Log Off</b> arrow in the upper right corner to close your session, then quit your browser.</p>
<p style="text-align: center;"><b>Step 7</b></p> <p>To review your payment in CAESAR the following business day, navigate to the Student Homepage and My Account. Click View My Real-Time Account, then click the View Your Unapplied Deposits link to see deposit(s) received by Northwestern. Unapplied Deposits are not credited to your account balance until an appropriate charge is posted.</p>	<p>Once your nonrefundable program fee deposit is confirmed (within 3-4 business days), you will be registered in your course (by CPP staff).</p> <p>(See below for further payment details)</p>

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You will receive registration confirmation via email. On the 10th of every month, student accounts will send an email to your new Northwestern email address (your guest will also receive an email), indicating that your bill (with tuition and any housing charges) is available for viewing online.

You can pay the bill by making an electronic transfer from your bank account or by credit card. Please note: there is a vendor service fee surcharge of 2.75% for credit-card transactions. Bills are to be paid by the first of the following month in which you are billed (e.g., billed May 10th, due June 1st).

If you have trouble viewing or paying your bill, contact Student Accounts via email at [studentaccountsev@northwestern.edu](mailto:studentaccountsev@northwestern.edu) or call (847) 491-5224.

In the interim, please do not hesitate to contact us with questions or concerns at [cpp@northwestern.edu](mailto:cpp@northwestern.edu) or (847)467-6703.