

# Northwestern | COLLEGE PREPARATION PROGRAM

Northwestern University  
405 Church Street  
Evanston, Illinois 60208

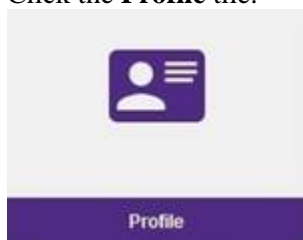
E-mail: [cpp@northwestern.edu](mailto:cpp@northwestern.edu) • Phone: 847-467-6703 • Fax: 847-491-3660

## **Paying your program fee deposit (\$1000)**

In order to reserve your space in the program, we must receive your **nonrefundable** program fee deposit. Once your deposit is confirmed, you will be registered in your course (by CPP staff). Please pay by following the instructions below.

1. Prior to making deposit/payments, we ask that Students confirm their personal information and Social Security number. Login to CAESAR at [northwestern.edu/caesar](http://northwestern.edu/caesar) using your NetID and password. The **Student Homepage** appears, click on the **Profile** tile.

Click the **Profile** tile.



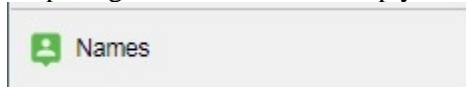
Click **National ID (SSN)** in the left navigation menu. If the left navigation menu is not shown, click the icon with two vertical bars to open it.



Enter your Social Security Number in the field provided and click **Save**.

A screenshot of the Social Security Number entry field. It shows a light gray rectangular box containing the text "SSN" in blue, followed by a white input field, and a green rectangular button with the word "SAVE" in white text.

Click **Names** in the left navigation menu. Verify that your primary name matches the name on your government-issued ID card. If your primary name does not match, please contact Northwestern's College Prep Program to allow us to help you.

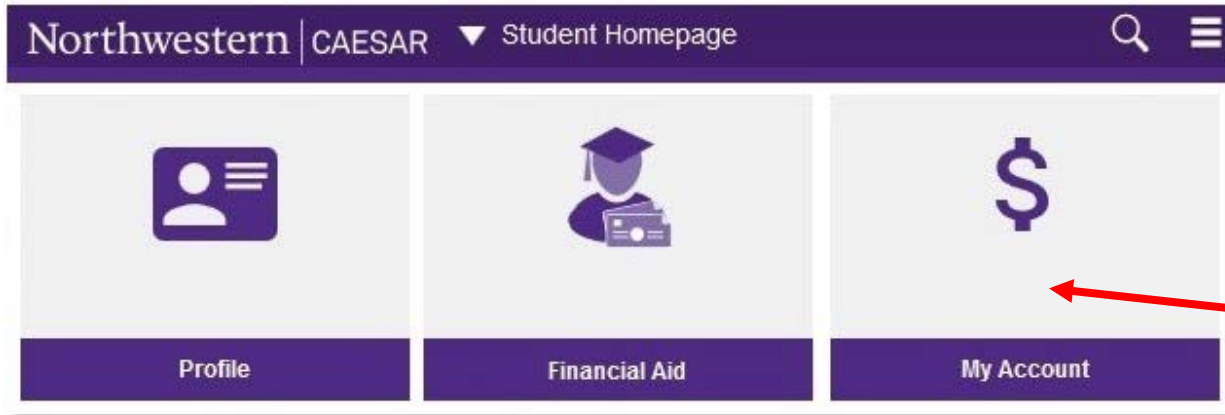


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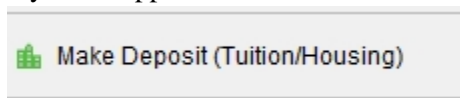
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2. To view Payment options, Return to the **Student Home Page**, Click the **My Account** tile. The **Student Homepage** appears. Click the **My Account** tile.



4. Click **Make Deposit (Housing/Tuition)** in the left navigation bar. If the left navigation bar is not shown, click the icon with two vertical bars to open it. The Tuition and Housing Deposit Online Payments appears



5. The Tuition and Housing Deposit Online Payments page appears.

Depending on your Academic Career and Program, you will see the options to pay your tuition or housing deposit with the corresponding Description and Amount. In this example, the option for CPP is shown:



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6. Click **Make Deposit** next to the appropriate item. The Deposit page of Commerce Manager Payer appears. Click **contact us** if you cannot link to a payment window.

The Description (Account) and Payment Amount, based on your selection, will carry forward into Commerce Manager Payer. In this example Account and Payment Amount for CPP tuition deposit are shown:

The screenshot shows the 'Northwestern | Deposit' page for a 'Commerce Manager Payer'. The page title is 'Select Payment Method'. Below the title, there are two paragraphs of text. The first paragraph is for 'Newly admitted applicants only' and the second is for 'Not a newly admitted applicant?'. Below the text is a 'Payment Amount' section with a table showing the account, payment amount, and total amount. The payment method is set to 'Select One...' with a dropdown arrow. At the bottom right, there are 'Continue' and 'Reset' buttons.

Payment Amount	
Account:	NU CPP Tuition Dep
Payment Amount:	\$1000
Total Amount:	\$1000
Payment Method:	Select One...

Select the appropriate Payment method (eCheck or Credit Card) from the drop-down menu provided and click **Continue**.

7. Complete the requested information (Account Information, Credit Card information, Billing Address information, email address, etc.) and click **Continue**.
8. To ensure account security, click the red **Log Off** arrow in the upper right corner to close your session, then quit your browser.

This screenshot shows the same 'Northwestern | Deposit' page, but with a red arrow pointing to a red 'Log Off' button in the upper right corner. The button is a red square with a white arrow pointing to the right.

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9. To review your payment on 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.

Once your **nonrefundable** program fee deposit is confirmed (within 3-4 business days), you will be registered in your course (by CPP staff).

You will **not** be able to register or submit changes to your registration via CAESAR. Not to worry, your place in the program is reserved and a CPP staff member will register you in the system. You will receive registration confirmation via email.

On the 10<sup>th</sup> 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 10<sup>th</sup>, due June 1<sup>st</sup>). Please note that room and board charges *may* not be reflected on your student account at this time.

*If you have trouble viewing or paying your bill, contact Student Accounts via email at [studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu) or call (847) 491-5224. Good luck during the rest of the school year! We can't wait to welcome you this summer! 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.*

Best Wishes,

The College Prep Team