



NORTHWESTERN
UNIVERSITY

OFFICE OF FINANCIAL AID
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BILLING AND FINANCIAL AID FAQs

First, the bill: When and how do I pay for tuition, room, and board?

When? The Office of Student Accounts sends bills electronically and will notify you at your Northwestern e-mail address when an invoice is ready for viewing on eBill/ePay (via CAESAR). The e-mail is not the bill; it indicates that the bill is available on CAESAR for viewing/printing. The billing schedule is as follows:

	Billing Date	Due Date
Fall Quarter	August 10	September 1
Winter Quarter	December 10	January 1
Spring Quarter	March 10	April 1

For those who opt to have a paper bill, invoices are sent to the designated billing address. The invoice will itemize charges for tuition, room, board, and fees.

Why can't my parents automatically see and pay my bill? Due to the federal law known as FERPA, the Family Educational Rights and Privacy Act, parents and others are not allowed to access a student's account or financial information unless the student has authorized the school to do so.

How do I authorize my parents to see the bill and pay it? Students may give permission to their guests (parents or other individuals) to view selected areas of their student record by adding them to the Guest Center of CAESAR, Northwestern's secure gateway to online student services. Students login at www.northwestern.edu/caesar/ with NetID and password. CAESAR> Main Menu> Manage Guest Access> Add Guest. (Be sure to select "View and/or Pay Tuition Bill" under the access options.)

How is the bill paid? Bills can be paid electronically, by check or money order via the mail, or in person at the Bursar's Office. The easiest way is to use QuikPAY; the QuikPAY ePay service allows you and your authorized payers to make convenient and secure electronic payments from U.S. bank accounts and credit cards.

Next, the aid: How does my financial aid relate to my invoice?

How will aid appear on the invoice? Directly crediting aid, such as scholarships and loans, outside scholarships, and any state/federal assistance are applied to your student account as stated on your invoice. Work-study assistance is not reflected on the bill; it is paid directly to the student as it is earned.

The first invoice will reflect charges for the fall quarter: tuition, room, board, and allowable fees (student government activity fee, student health fee, and athletic event fee). Credits for any previous deposits (including 9PAY) will be listed as a payment. Anticipated aid (financial aid that will be paid to your account, but has not yet been received) will also appear as a credit. Your Stafford and Perkins loans will not be disbursed until after classes begin and will appear as anticipated on the invoice. Be sure to check your CAESAR "To Do" list to be sure that all of your loan application materials for the Stafford and Perkins have been submitted.

What if all my aid is not on the invoice? You may check the accuracy of the invoice by comparing the charges and the credits to those on the housing contract and financial aid award notice. Each quarterly invoice will itemize one third of the tuition, room, board, and fees and one third of the financial aid credits, except work-study.

If all of your aid is not on the invoice, you should check CAESAR first, paying particular attention to whether there are any "To Do" items that need your attention. If you have applied for a private loan through an outside lender and the

anticipated loan funds do not appear on the invoice, you will want to check with that lender to ensure all required materials have been received.

When can I access any credit balance on my account? Starting on the first day of classes for the quarter, students (or parents) may begin to access their credit. Students can check either their invoices or their CAESAR billing accounts to see if all aid funds have been paid to the University. If all aid proceeds have been paid to the University, you can request a refund via CAESAR or go directly to Student Accounts for a refund. To request a refund via CAESAR, go to CAESAR > Main Menu > Student Financial Services > Request a Refund.

Direct deposit helps to get money to students faster. (Note to work-study students: Direct Deposit through Payroll for your work study job is not the same as Direct Deposit through CAESAR. Work-study information has been sent separately to eligible students.) Set up Direct Deposit through your CAESAR account by the following path: CAESAR > Main Menu > Student Financial Services > Setup Direct Deposit.

How am I supposed to pay for books? Expenses such as books and supplies, transportation, and personal items do not appear on your invoice. You may have noticed that they are listed on your aid award in the estimate of costs, which is a combination of what the university will bill you for and expenses which may be your responsibility.

You may want to use the Billing Worksheet that is available on our web site to see how your particular invoice will look. If your aid applies to your invoice and you are left with a balance due, then you will be responsible for that balance as well as any non-billed expenses, such as books. If your aid applies and you are left with a credit balance, then you may utilize the credit toward some of your non-billed expenses. If you were planning to use your credit balance to purchase books you will need to bring money to campus since refunds are not available until the first day of class.

Need more information? The Office of Undergraduate Financial Aid will help with financial aid awards, loans, and scholarships, as well as any other financial aid issues. You may contact the Office of Student Accounts to assist you with any questions about various aspects of the billing process; including invoices, payments, eBill, and 9Pay. They can be reached by phone at 847-491-5224, or via email at studentaccounts-ev@northwestern.edu.