

Office of Student Accounts Northwestern University
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UNIVERSITY

Re: Northwestern Billing Info - Student Action Required

Dear Student,

Welcome to Northwestern and best wishes for a great year! We at the Office of Student Accounts want to make sure you are aware of a very important matter: your tuition and fees bill. In August you will receive an email at your official Northwestern University email address notifying you that your bill is available for viewing online. We suggest you act now, before you are billed, to set your billing preferences and authorize any additional payers for your account. Please read on for details.

Tuition Billing Methods (see <http://www.northwestern.edu/sfs/payments/about.html>)

Your fall bill will be available online on August 11. To view, print or pay your bill, log in to QuikPAY®, Northwestern's eBill & ePay service. Log in through CAESAR, Northwestern's secure gateway to online student services, with your Northwestern NetID and password, at www.northwestern.edu/caesar/ :

CAESAR > For Students > Financial Services > View My E-Bill & E-Payment
or CAESAR > For Applicants > View My E-Bill & E-Payment.

Northwestern's preferred bill delivery method is eBilling through QuikPAY®. However, you may request that your bill be printed and mailed to you under 'User Preferences' in QuikPAY® via CAESAR. The deadline for the August billing is August 8. We recommend that you verify that your billing address is correct and make any necessary changes on CAESAR: CAESAR > Personal Portfolio > My Addresses. Regardless of how your bill is delivered, you and your authorized payers have the option of making payments online or by mail.

Account Access for Parents and Others (see http://www.northwestern.edu/sfs/payments/account_access.html)

Specific account information: A student must give her/his permission before Northwestern University can share specific information about her/his student account. For example, Students Accounts staff can tell an authorized individual, "Your student's exact balance is..." They can tell an unauthorized individual, "Tuition this term is..." Students put desired individuals in CAESAR's Financial Info Permission List:

CAESAR > For Students > Financial Services > Financial Info Permission
or CAESAR > For Applicants > Financial Info Permission.

View and pay a tuition and fees bill: Parents or others cannot pay a student's tuition and fees invoice online on the student's behalf until the student designates the parent or other individual as an authorized payer. Students identify their authorized payers in the "tuition & fees invoice" or "eBill" section of the QuikPAY® system

CAESAR > For Students > Financial Services > View eBill & ePayment > QuikPAY® > Authorize Payers
or CAESAR > For Applicants > View eBill & ePayment > QuikPAY® > Authorize Payers.

Your payer will receive the user ID via e-mail, but you must communicate the password to them. These fields are case-sensitive, so be sure to note any upper- or lowercase details that you use in creating them. Your payer can then log in to QuikPAY® at <https://quikpayasp.com/northwestern/tuition/authorized.do> . Authorized payers may view bills and bill history online, make secure electronic payments from bank accounts located in the U.S., see personal history of ePayments online, receive email notification for each new bill and confirmation of each payment they make. The option of making your payments online or by mail is your choice.

Important Dates (see <http://www.northwestern.edu/sfs/payments/dates.html>)

August 8 – Deadline for students to request a mailed paper bill for August

August 11 – eBills available online

September 1 – Payment due. Allow 2 business days for electronic payments or 5 business days for mailed payments.

More Info

For more information, see the Student Financial Services web site at www.northwestern.edu/sfs, or contact Student Accounts at studentaccounts-chicago@northwestern.edu or 312-503-8503.