

Please complete the following information and return to Margie Chan by e-mail (margie.chan@northwestern.edu) or fax (847/467-4283). **Include a list of eligible students on a separate sheet.** Allow 7 to 10 business days for processing your request. If you have questions, call Margie at 847/491-3851.

School Information

School name: _____ NUMATS ID #: _____

City: _____ State: _____

Contact name: _____

Contact title: _____

Contact phone: _____ School fax: _____

Contact e-mail: _____

Our school will pay the following for each student:

TEST	CIRCLE PAYMENT OPTION			CIRCLE ALL GRADES THAT APPLY						
	TEST FEE	NUMATS FEE	TEST FEE & NUMATS FEE	3	4	5	6			
PSAT™ 8/9	\$38.00	\$42.00	\$80.00							
SAT® without Essay	\$46.00	\$42.00	\$88.00				6	7	8	9^
SAT with Essay*	\$60.00	\$42.00	\$102.00				6	7	8	9^
ACT®	\$46.00	\$42.00	\$88.00				6	7	8	9

^Grade 9 students must register with the testing agency for the SAT test itself.

CIRCLE 2017-2018 TEST DATE OPTION(S)

PSAT 8/9	Jan 20	Feb 10	Feb 11					ANY
SAT	Aug 26	Oct 7	Nov 4	Dec 2	Mar 10	May 5	Jun 2	ANY
ACT	Sep 9	Oct 28	Dec 9	Feb 10	Apr 14	Jun 9	Jul 14	ANY

Will the school cover the cost of more than one test for each student, e.g. an 8th grader who registers for both SAT and ACT? _____

Contact signature

Date

For NUMATS use only:

Rec'd on: _____ Tested on: _____ Activated on: _____ School notified on: _____

Invoiced on: _____ in the amount of \$ _____ Pymt Rec'd on: _____

Instructions for Completing School Payment Form: Online Registration

1. Provide the NUMATS ID # for the school. If a district is paying for student registrations from multiple schools, complete a separate form for each school. Contact NUMATS if you do not know the NUMATS ID # or your school does not have a NUMATS ID #.

Be sure that parents are aware they must enter this NUMATS ID # in **Step 4** during the registration process to enable school payment and they must click FINISH at the end of the registration process. At this point, parent will receive an e-mail indicating the registration is PENDING approval for school payment. Once we check that the student is on your eligible list, we will approve the registration and send a follow-up e-mail to inform parent that registration has been completed.

2. Include a list by school of eligible students and their grade on a separate sheet. Because only listed students will be approved for school payment, please contact NUMATS as soon as possible with any changes to the list after the initial submission.
3. All applications must meet regular registration deadlines. Any applicable late registration fees must be paid by the families.
4. If student meets eligibility criteria for financial aid, parent must request financial aid at time of registration in **Step 5**. Parent must submit financial aid documentation by the registration deadline for the requested test date.

If student is on your list of eligible students and is also eligible for financial aid, **BUT** parent does not request financial aid, school will be charged for registration.

5. **Grade 9 students** must register with the testing agency for the **SAT** test itself.
6. If district/school requires that student take **SAT Essay**, school payment will only be approved if Essay option is selected. Parent must select the Essay option at the time of registration in **Step 4**.
7. If district/school requires (a) specific test date(s), please indicate that on this form and be sure parents are aware of the requirement. School payment will only be approved if required date(s) is/are selected.