

## NUMATS 2017-2018 School Payment Form: Paper Registrations

Do you know that your students can still register online even if your school is paying all or part of the fees? Call us at 847/491-3782 ext. 2 to set up online school payment. Registering online is simpler for you and for your students! With our online MyCTD Toolbox (<https://my.ctd.northwestern.edu>), you can track registrations, view student scores, and access valuable resources to help you meet the needs of your gifted students.

**Return this form if you are submitting NUMATS paper registration forms and payments for your students. Follow the steps below.**

1. Send home a letter (sample letter is in your *Coordinator Guide 2018*), a *NUMATS Family Guide 2018*, and a paper registration form with each eligible student.
2. Collect completed registration forms and student payments, if applicable. Please check to see that forms have been completed correctly as errors/missing information will delay processing. **Checks and money orders should be made payable to: Northwestern University.**
3. Complete form below and return with student registration forms, student payments, and school payment, if applicable. **Please note deadlines for test dates on paper registration form—we must receive all registration forms and accompanying paperwork by the registration deadline.** Mail: NUMATS, 617 Dartmouth Place, Evanston, IL 60208. FAX: (847) 467-4283.

School Name: \_\_\_\_\_ NUMATS ID#: 8 \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_ School Grades (ex: K-5): \_\_\_\_\_

Contact's School E-mail Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

School Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Please fill in the chart below. For students requesting financial aid, include a letter, written on school letterhead and signed by a school official, stating that the students qualify for a federally subsidized program such as free or reduced-price lunch. If unable to determine whether an individual student meets the family income criteria for federally subsidized programs, contact NUMATS for other options.

| Type of Registration<br>(FA=Financial Aid)                              | Total Amount Due<br>Per Registration | Number of<br>Registrations | Student<br>Payment Amount | School<br>Payment Amount | Amount Due | Amount<br>Enclosed |
|---|--------------------------------------|----------------------------|---------------------------|--------------------------|------------|--------------------|
| PSAT™ 8/9 no FA   | \$80.00                              |                            | \$                        | \$                       | \$         | \$                 |
| PSAT 8/9 with FA  | \$38.00                              |                            | \$                        | \$                       | \$         | \$                 |
| SAT® no FA w/ essay*  | \$102.00                             |                            | \$                        | \$                       | \$         | \$                 |
| SAT no FA w/o essay*  | \$88.00                              |                            | \$                        | \$                       | \$         | \$                 |
| SAT with FA for 7 <sup>th</sup> graders                                 | \$0.00                               |                            | \$                        | \$                       | \$         | \$                 |
| SAT with FA <u>not</u> 7 <sup>th</sup> graders*                         | \$0.00                               |                            | \$                        | \$                       | \$         | \$                 |
| ACT® no FA  | \$88.00                              |                            | \$                        | \$                       | \$         | \$                 |
| ACT with FA for 7 <sup>th</sup> graders                                 | \$0.00                               |                            | \$                        | \$                       | \$         | \$                 |
| ACT with FA <u>not</u> 7 <sup>th</sup> graders*                         | \$0.00                               |                            | \$                        | \$                       | \$         | \$                 |
| <b>Checks and money orders made payable to Northwestern University.</b> |                                      |                            | <b>Grand Totals</b>       |                          | \$         | \$                 |

\*If your school has students in **grade 9** who are registering for the SAT, please call us at 847/491-3782 ext. 2 for additional instructions.

For office use only:

|      | #FW | #JKC | Notes                     |                          |                         |                          |
|------|-----|------|---------------------------|--------------------------|-------------------------|--------------------------|
| PSAT |     |      | Date opened _____         | Amt Rec'd _____          | School still owes _____ | Amt Rec'd _____          |
| ACT  |     |      | Processed by _____        | Check No _____           | Date Invoice Sent _____ | Check No _____           |
| SAT  |     |      | Entered in WB on/by _____ | Date Entered in WB _____ | Date Rec'd _____        | Date Entered in WB _____ |