

NUMATS 2016-2017 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. 3 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 2017*), a *Family Fact Sheet 2017*, and a paper registration form with each eligible student.
2. Collect completed registration forms and student payments, if applicable. **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 to: NUMATS, 617 Dartmouth Place, Evanston, IL 60208.

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 (FA=Financial Aid)	Total Amount Due Per Registration	Number of Registrations	Student Payment Amount	School Payment Amount	Amount Due	Amount Enclosed
PSAT 8/9 no FA	\$75.00		\$	\$	\$	\$
PSAT 8/9 with FA	\$35.00		\$	\$	\$	\$
SAT no FA w/ essay*	\$97.00		\$	\$	\$	\$
SAT no FA w/o essay*	\$85.00		\$	\$	\$	\$
SAT with FA for 7 th graders	\$ 0.00					
SAT with FA <u>not</u> 7 th graders*	\$ 0.00		\$	\$	\$	\$
ACT no FA	\$82.50		\$	\$	\$	\$
ACT with FA for 7 th graders	\$ 0.00		\$	\$	\$	\$
ACT with FA <u>not</u> 7 th graders*	\$ 0.00		\$	\$	\$	\$
Checks and money orders made payable to Northwestern University.			Grand Totals		\$	\$

*If your school has students in **grade 9** who are registering for the SAT, please call us at 847/491-3782 ext. 3 for additional instructions.

For office use only:

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