

Student Financials: Making Tuition Deposit

Follow the instructions below to make your tuition deposit on CAESAR.

For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>. If you need further assistance, please visit the IT Information Center helpdesk located at 1800 Sherman Avenue, call 847-491-HELP or email caesar@northwestern.edu.

Step 1 Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Home Page** appears.

Northwestern University
CAESAR

Home | Add to Favorites | Sign out

Welcome to CAESAR

To Do's
No To Do's.

HOIDS
No Hoids.

Enrollment

- View My Holds

Class Search and Catalogs

- Search for Classes
- Search Class Descriptions in CAESAR
- Browse Class Descriptions
- Undergraduate Course Catalog
- Law School Course Catalog

Student Financial Services

- Access to your bills, payments and Financial Aid
- View My Account (Real-Time, Daily Activity)
- View or Pay Tuition Bill (Monthly Snapshot)
- Make Deposit (Housing/Tuition)**
- To Do Items
- View My Financial Aid [More Financial Aid](#)

My Academics

Personal Profile

- Manage Guest Access
- My Addresses
- My Phone Numbers
- View My Student ID
- User Preferences

Links to Centers

- Student Center

Bookstores

- Chicago Campus Bookstore
- Evanston Campus Bookstore

Quick Links

- CAESAR Announcements
- Billing and Payment FAQ
- Financial Aid FAQ
- Health Coverage Plan
- Registration FAQ
- SES Home Page
- NIU Academic Calendar
- Campus Maps
- CMS/BlackBoard

Step 2 Click on the **Make Deposit (Housing/Tuition)** link that appears in the Student Financial Services pagelet,
 OR use the **dropdown Main Menu** and navigate to Student Financial Services> Make Deposit (Tuition/Housing)
 The **Student Financials–Tuition and Housing Deposit Online Payments** page appears.

Depending on the Academic Career and Program have been admitted to, you will see the options to pay your tuition or housing deposit with corresponding description, amount, and admission term.

Student Financials

Tuition and Housing Deposit Online Payments

Tuition and housing deposit electronic payments service available through *QuickPay®* allows you to make deposit payments online.

Academic Career	Description	Amount	Term	
Kellogg Executive Masters Prog	NU EMBA TUIT DEP	\$5000.00	4600	<input type="button" value="Make Deposit"/>



"Make Deposit" requires that browser options *Third Party Cookie* Please [contact us](#) if you cannot link to a payment window.

Step 3 Press the **Make Deposit** button next to the appropriate item. The Northwestern Commerce Manager Payer **Select Payment Method** page appears. Click the [contact us](#) link if you cannot link to a payment session. [Note: depending upon which deposit you are paying, you will see one of the following screens that will accurately reflect the correct deposit amount.]

Select Payment Method

- Newly admitted applicants only:** You have chosen [Make Deposit for Tuition / Housing](#). Use this page to make a deposit to secure your place in the incoming class. Select a Payment Method below and click "Continue."
- Not a newly admitted applicant?** Do not continue in this window. To pay your tuition bill please [close this browser window](#), then return to the CAESAR Student Center and choose [View and/or Pay Tuition Bill](#).

Note for non-USA credit card payments (after clicking "Continue"):
Kindly enter your postal code without a hyphen. If no postal code is used, enter zeroes.

Examples of accepted postal codes:
Sao Paulo, SP 05707001 BRAZIL
Bogota, Cundinamarca 0000 COLOMBIA

Example of postal code rejected because of hyphen:
Sao Paulo, SP 05707-001 BRAZIL

Account: NU EMBA TUIT DEP
Payment Method:

[Continue](#)

Step 4 Select the appropriate Payment Method (eCheck or Credit Card) from the drop-down menu provided and press the **Continue** button. [Note: eCheck is only available if the bank account you are using is located in the U.S.] The payment information page appears.

Current Payment		
NU EMBA TUIT DEP	Payment Amount:	\$5,000.00
	Effective Date:	04/10/2015

Step 5 Complete the information requested on the page provided (Account Information, Credit Card information, Billing Address information, email address, etc.) and press the **Continue** button.

Step 6 Repeat the steps above to make additional deposits.

Step 7 To ensure account security, when you have completed your transaction, from the top right of the **Commerce Manager Payer banner**, click **Log Off**, and from the top right of the **CAESAR banner**, click **Sign out** to close your sessions and then quit the browser.

Step 8 To review your payment on CAESAR **the following business day**, navigate to Main Menu > Student Financial Services > View My Account.

Northwestern University Customer Account

Grand Totals:	Account Balance	Total Anticipated Aid	Adjusted Balance
View Your Unapplied Deposits	\$0.00	\$0.00	\$0.00
View 9PAY activity			

Please Note: The "Grand Totals" were calculated by summing the term by term ending balances from the detail below.

Your adjusted balance is typically as of the prior business day. Most transaction changes to your account are posted nightly. Your balance includes all previous outstanding debts, including those from previous terms. Your account balance is calculated by subtracting credits and payments from charges made to your account. Your adjusted balance is calculated by subtracting your anticipated aid from your account balance. A change in your anticipated aid will change your balance due.

Term Totals (use arrows to move from term to term)				Find View All	First ◀ 1 of 1 ▶ Last
Term	Account Balance	Anticipated Aid	Adjusted Balance		
2015 Fall	\$0.00	\$0.00	\$0.00		

Account Transactions (Charges and Credits)						Find [] []
Date Posted	Effective Date	Date Billed	Description	Due Date	Amount	

Anticipated Aid				Find [] []
Date Applied	Expiration Date	Description	Amount	

Click on the [View Your Unapplied Deposits](#) link to see deposit(s) received by Northwestern. Unapplied Deposits are not credited to your account balance until an appropriate charge is posted.

Your Unapplied Deposits

Unapplied Deposits do not apply to your account balance. If you have a question about why an item has not been applied to your account balance, please contact the Office of Student Accounts.

Detail					Find	First ◀ 1 of 1 ▶ Last
Item Term	Date Posted	Effective Date	Description	Amount		
2015 Fall	02/23/2015	02/23/2015	Tuition Deposit - EMBA ACH	\$-5,000.00		