



Incoming Freshman and Transfer Students

Registration Deposit Remittance and Billing Account Information Form 2021-2022 School Year

A \$300 Registration deposit per incoming freshman or transfer student shall be due to NDCP at the time of registering for classes and shall be non-refundable after April 15, 2021.

Print Student's Full Name: _____

Circle Student's Current Grade: 8th 9th 10th 11th Today's Date ____/____/____

- **To pay by Credit Card** (with 3% processing fee) visit: www.nddons.org/tuition
- **To pay by Check or Money Order**
 - 1) Complete and return this form with your payment to NDCP
 - 2) Write your **check payable to Notre Dame College Prep**
Add Memo: "**Registration**" with **student's name**
 - 3) Mail or use the 24/7 Dropbox on the left, front door of NDCP's Main Entrance
NDCP Business Office 7655 W Dempster Street Niles IL 60714

Specify Your Family's Financially Responsible Person(s) - Please PRINT Clearly

1st Person to be listed as the Primary Owner on the billing account for NDCP transactions

Full Name: _____

Last 4 digits Social Security Number: ____ _

Financial Portion (circle one): **100%** or if **SHARED**** also complete the 2nd Person section below

Street Address: _____

City, State: _____ Zip Code: _____

Cell Phone: (_____) - _____ - _____

Email Address: _____@_____

Relationship to Student (circle one): Mother Father Stepmother Stepfather Other

**If SHARED or a JOINT account is preferred, provide the 2nd person's information - Please PRINT Clearly

Full Name: _____ Last 4 digits Social Security Number: ____ _

Street Address, City, State, Zip Code: _____

Cell Phone: (_____) - _____ - _____ Email Address: _____

2nd Person's Relationship to Student (circle one): Mother Father Stepmother Stepfather Other

I understand and acknowledge: my student's enrollment at Notre Dame College Prep ("NDCP") constitutes my financial responsibility with NDCP; the NDCP Student-Parent Handbook www.nddons.org, that its Financial Obligations section includes the Tuition and Fees Refund Policy; that email or other digital sources are used for Communications and Invoices; that NDCP tuition, fees and payment transactions are managed by FACTS Management Co. ("FACTS"), <https://online.factsmgmt.com>, and I agree to select a FACTS Payment Plan and make payments as scheduled; that I may contact the NDCP Business Office with related questions www.nddons.org/tuition. I certify that I am accurately providing my family's billing information, and upon request, will provide any supporting documents that may be applicable; for example, legal agreements.

Signature of 1st Person

Signature of 2nd Person

Questions?

About Registration Deposit contact NDCP Business Office: 847-779-8698 or jzanon@nddons.org

About Billing or FACTS Accounts contact NDCP Business Office: 847-779-8614 or gmattison@nddons.org