

STUDENT ADMINISTRATIVE SERVICES

ITEMIZED INVOICE REQUEST FORM

STUDENT SERVICES BUILDING, BOX 9 • NORTH PARK UNIVERSITY • 3225 FOSTER AVE • CHICAGO • ILLINOIS • 60625
CONTACT INFORMATION: FAX: 773-634-4051; PHONE: 773-244-5560; EMAIL: records@northpark.edu

Itemized invoices are processed within 1 business day and sent via email as a PDF document.

Student Name: _____ Student ID#: _____

North Park Email: _____ Telephone Number: _____

Term: ☐ Fall

Academic Year: ☐ Current

☐ Spring

☐ Other: _____

☐ Summer

**Please note:*

- North Park University bills tuition (and posts financial aid) on a semester basis - not per Quad or individual course. For this reason, charges for the entire semester will be reflected.
- All payment methods and financial aid (including loans, scholarships, discounts, etc.) will be included.
- Please make sure your grades are posted in WebAdvisor prior to requesting an itemized invoice.

Signature _____ Date _____