



2018-19 Purchase Order Instructions - 4th-6th Grade Talent Search

Thank you for your interest in the Duke TIP 4th-6th Grade Talent Search. You may pay for your students' talent search enrollments using a purchase order or a school/district check. Below are the instructions that will assist you with a more efficient enrollment and payment process.

1. **When the school or district is paying for a student's Talent Search enrollment, the student must enroll using a paper application and may not enroll online.** Visit www.tip.duke.edu/schoolupdate to request more Talent Search applications, if needed.
 - On the paper application, leave section 14 FEE blank.
 - Two application fields commonly left blank, which causes delays in processing, are listed below. If time and staff permit, please have school personnel recheck these fields before sending the applications to Duke TIP.
 - Section 5 DATE OF BIRTH
 - Section 11A ADDRESS – incomplete mailing addresses and/or missing zip codes
2. **When the school or district is paying for a student's optional PSAT 8/9 test, the student must use a paper registration form and may not register online.** You may download the PSAT 8/9 test registration form from our website – www.tip.duke.edu/psat89signup.
3. The school or district should collect all completed applications from the students. Do **not** have the students mail them to Duke TIP individually. If a student mails in the paper application separate from the purchase order or school/district check, we will assume that the student forgot to include payment and will contact the family regarding payment.
4. Please keep the applications in groups, separated by schools.
5. Mail the applications back to Duke TIP in **one** package along with the following:
 - Any financial aid forms where applicable. You may list all the students from one school on one financial aid form. Keep the forms separated by school.
 - The purchase order (or check) — payable to Duke University Talent Identification Program.

We recognize that sometimes it takes extra time to get a purchase order created. Please do not hold the applications while waiting for the purchase order number. If there is a delay in the purchase order, go ahead and send the applications with a cover letter on school/district letterhead indicating that the school/district will be paying for these applications and that the purchase order is forthcoming.

6. Send the packet of applications to the following address:

Duke TIP
Attn: Sally Taylor – 456GTS
300 Fuller Street
Durham, NC 27701

When large amounts of applications are mailed, we recommend you use a mail service that allows for package tracking. NOTE: If it is close to a deadline, please expedite the package to ensure timely arrival. Talent Search enrollment runs from October 1 to March 31 each year. PSAT 8/9 testing deadlines may be found at www.tip.duke.edu/psat89.

For large districts, we suggest you immediately notify your talent search coordinators at each school that the district intends to pay for these enrollments. The schools can then wait to pass out the information to the students until they have details about the payment process. This prevents parents enrolling and paying for the enrollment personally.

For further questions, please contact Sally Taylor at 919-668-9100 or 456talentsearch@tip.duke.edu