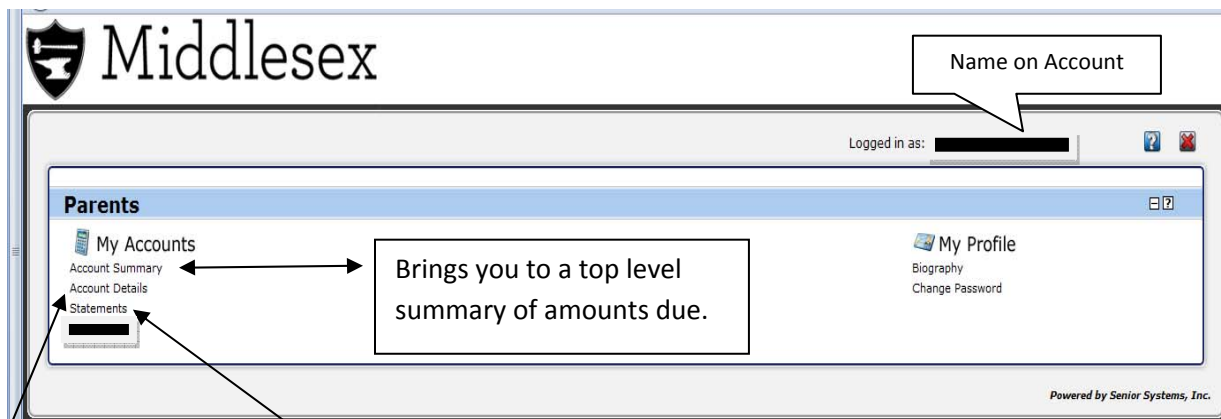


READING MY ON-LINE STATEMENT

Welcome to My Backpack, the portal used to access your on-line statement. This document is meant to be used as a reference for understanding how to read your bill, research past activity and make payments. The document has topics highlighted in yellow to facilitate your review for particular questions.

ACCESSING STATEMENTS – A User ID and Password will be issued to parents that have completed the “Parent Portal Acceptable Use Policy” form located on the Business Office website page. The document, “Accessing My Backpack Parent Portal”, is also located on the Business Office website page and will walk you through the log-on process.

Once you log onto My Backpack, you will see the following screen:



Allows you to look at current and historical detail.

Allows you to view current and previous statements. (See “Statements” below.)

STATEMENTS

Toggle between Tuition & Incidental Charges and School Store Activity Statements.

Statements Logged in as [redacted]

Student Student Account: **Student** Account Number View Account: Tuition & Charges ▾

Pay Onli

Statement **Dates:**

Charge Date	Description	Charges	Payment Credits
7/29/2011	BEGINNING BALANCE	\$0.00	

Tuition	Incidental	Current	Past Due	Total Due
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enrollment Deposit Balance
\$3,539.00

This is an example of where you can place general comments about your statements. You can also provide and email link for the parent.

[View Printable Statement](#)

tems, Inc.

Snapshot of account totals and enrollment balance.

Select the specific statement you wish to review. The most current statement will be highlighted.

TUITION AND INCIDENTAL STATEMENT

This "view account" option reflects all tuition and incidental charges included in the statement selected. Bookstore, bank and grill activity is not reflected here. Please see the "Debit Accounts" under "view account" type for a description of that activity.

Recently received payments, credits or charge reversals will appear in this column.

The screenshot shows a web-based student account statement. At the top, it says "Student Account: Student" and "View Account: Tuition & Charges". A table lists charges with columns for "Charge Date", "Description", "Charges", "Payment", and "Credits". Below the table are summary boxes for "Tuition", "Incidental", "Current", "Past Due", "Total Due", and "Enrollment Deposit Balance".

Charge Date	Description	Charges	Payment	Credits
6/1/2011	BEGINNING BALANCE	\$24,231.94		
6/23/2011	Payment Received (Check #672)		\$9,692.77	
6/7/2011	Summer Reading Books	\$15.00		
6/9/2011	Athletic-mouthguard	\$2.00		
6/29/2011	Postage Meter 6/11	\$5.16		

Tuition	Incidental
\$14,502.23	\$59.10

Current	Past Due	Total Due
\$14,524.39	\$36.94	\$14,561.33

Enrollment Deposit Balance
\$3,539.00

Description of charge

If you have questions about charges, please check this area first to determine the appropriate contact before contacting the Business Office.

Amount to be paid. See "Paying Statements" below

This amount reflects the remaining balance of the enrollment deposit which will be credited against future tuition charges. (NOTE: For individuals on the 2nd semester tuition plan, the amount is credited to the 2nd semester tuition charge.)

This area differentiates the total amount due between outstanding tuition and outstanding incidental charges

Debit Accounts

This statement is for informational purposes only. It reflects all deposits and purchase detail related to the School Store for the period selected. Any questions regarding transactions on this sheet should be directed to the Bookstore Manager, Paula Smith, at 978-371-6543. This account is a declining balance account. The balance reflected on the bottom of the statement indicates the balance remaining in the students account from which future purchases can be made. Please monitor this amount and send additional funds when the amount gets low. Students without balances in their accounts may not be allowed to make purchase.

Indicates balance on account at beginning of the month.

Charge Date	Account	Description	Charges	Deposits
9/30/2010	Campus Store	Balance Forward		\$352.07
10/6/2010	Campus Store	Campus Store	\$47.45	
10/6/2010	Campus Store	10/06/2010 PANTS YOGA/FITNESS PANTS BLACK \$28.50		
10/6/2010	Campus Store	10/06/2010 SHORT - VELOCITY SHORT BLACK W \$18.95		
10/21/2010	Campus Store	Campus Store	\$27.50	
10/21/2010	Campus Store	10/21/2010 SWEATSHIRT - QUARTER ZIP GRAY \$27.50		
10/23/2010	Campus Store	Campus Store	\$27.50	
10/23/2010	Campus Store	10/23/2010 SWEATSHIRT - QUARTER ZIP GRAY \$27.50		
	Campus Store	Campus Store		
	Campus Store	Campus Store Balance = 249.62		
	Campus Store	Campus Store		

Detail of purchases during the month.

This amount reflects the **BALANCE REMAINING** as of the end of the month in the store account. Please monitor this amount to make sure there is adequate funding for purchases next month. **DO NOT PAY THE AMOUNT NOTED HERE.**

GRILL AND BANK ACTIVITY

The School provides the option for students to store cash in an account at the School (accessible in the Bookstore) as compared to storing funds in their room on campus or carrying it on their person. Students wishing to withdraw funds from the bank would do so by visiting the Bookstore during its normal operating hours. In addition, the School offers students the option to purchase food in the evenings after normal dining hall hours at the School Grill. In order to make food purchases at the grill, students must either have funds available in their student bank account or they must present a credit card at the time of purchase. We do not allow students to use funds earmarked for books to purchase food or get cash. Grill and bank activity will be tracked and reviewable on a different on-line system called Café-Prepay. Information on that system will be sent home later this fall.

MAKING PAYMENTS

When making monthly payments, please always note your child's student ID# in the memo portion of the check. If you are sending a check for the total amount due, no copy of the statement is necessary. If you are sending a partial payment or if you are sending additional funds for your child's bank account, you will need to print a copy of the "Tuition and Charges" statement (select "View Printable Statement" at the bottom of the statement page). The printed statement will be formatted as the statement below. It is important to note your intended allocation of the funds you are sending in the top portion of the bill. Without that information, we will allocate the funds first to tuition and the balance will be credited against the incidental balance. If there is no indication that funds are intended for the bookstore or the bank accounts, it will not be deposited into those accounts.

Middlesex

STATEMENT DATE: 05/30/11
ACCOUNT NUMBER: [REDACTED]

STATEMENT FOR: [REDACTED]

Please detach and return top portion with your payment.

DATE	REF.	DESCRIPTION	CHARGES	CREDITS
05/01/11		BEGINNING BALANCE	\$24,231.94	
06/23/11	AR016432	Payment Received (Check #672)		\$9,692.77
06/07/11	AR016367	Summer Reading Books	\$15.00	
06/09/11	AR016383	Attic-to-mattress mat	\$2.00	
06/29/11	AR016475	Postage Meter 6/11	\$5.16	

Please call Jeff Smith with Summer Reading Books Questions: 978-371-6565
Call Terry Cassidy w/Attic to Equip. Questions: 978-371-6561

Student

Enrollment Deposit Balance - Tuition		Tuition Balance	\$14,502.23
Enrollment Deposit Balance - Other	\$0.00	Incidental Balance	\$59.10
Bookstore Balance	\$0.00	Total Amount Due	\$14,561.33
Student Bank Bal	\$0.00		

STATEMENT DATE: [REDACTED]
ACCOUNT NUMBER: [REDACTED]

Please make check payable to:
MIDDLESEX SCHOOL
PO Box 9122 • Concord, MA 01742
(978) 371-6586 • Fax: (978) 402-1422

Use this section of the statement to indicate your payment allocation.

Please apply payments as follows:

Tuition	\$
Incidental Bill	\$
Bookstore Account	\$
Student Bank	\$
Total	\$

This section is for informational purposes. Please do not pay these amounts. Amounts reflected here indicate the balance of the enrollment deposit that has not been allocated and the amount on funds available to be used in the School Store.

AMOUNT CURRENTLY DUE