



July 2019

Dear Parents,

I hope that your summer is going well. This information package is intended to orient you to business matters relating to your child's enrollment at Middlesex School during the 2019-2020 academic year. As some of the items referenced in this document do not pertain simply to the beginning of the school year, I suggest that you save this information for future reference.

The most time sensitive material within this package pertains to book orders for the upcoming school year. Please mark your calendars to note **that book ordering is open until August 18<sup>th</sup>**.

If you have questions regarding any of the enclosed materials, please feel free to call or e-mail any of us in the Business Office as my colleagues and I would be glad to assist you. I have included contact names, e-mail addresses, and telephone numbers below for your convenience.

We hope that you continue to enjoy your summer and we look forward to seeing you in the fall.

Sincerely,

*Terry Cunningham*  
Chief Financial Officer

Business Office:

Terry Cunningham-Chief Financial Officer  
[tcunningham@mxschool.edu](mailto:tcunningham@mxschool.edu)  
Tel: 978-371-6589

Eileen Faber-School Store Manager  
[efaber@mxschool.edu](mailto:efaber@mxschool.edu)  
Tel: 978-371-6543

Rich Lescarbeau – Controller  
[rlscarbeau@mxschool.edu](mailto:rlscarbeau@mxschool.edu)  
Tel: 978-402-1412

Mary Canniff-Accounts Receivable  
[mcanniff@mxschool.edu](mailto:mcanniff@mxschool.edu)  
Tel: 978-371-6586

Kim Souza-Accounts Payable  
[ksouza@mxschool.edu](mailto:ksouza@mxschool.edu)  
Tel: 978-371-6587

**Business Office Fax#: 978-371-6570**

**Middlesex School Business Office Informational Package**  
**School Year 2019-2020**

**Accessing My Student's Account through My Backpack**

The School utilizes the My Backpack Parent Portal to give parents and guardians access to the following information for their child:

- Student Schedules, Quarter Grades, Comments, and Advisor Letters
- Tuition and Incidental Balances and Activity
- School Store Account Activity and Store Account Balance
- Access to the Student/Parent Directory
- Parent/Guardian Profile (access to change your contact information)

The portal can be accessed via the Parent Tab on the Middlesex website or by using the following link:  
<https://mybackpack.mxschool.edu/SeniorApps/facelets/registration/loginCenter.xhtml>

Security features in the Parent Portal include the following:

- Periodically, you will be asked to reset your My Backpack password.
- If you forget your password, you can request (at the My Backpack login site) that the system send you an email to reset your password. Please note that this email is only good for 72 hours.
- Users will automatically be logged off if the Parent Portal web browser is left open and inactive for a period of 15 minutes.

All parents and guardians that have completed the My Backpack Acceptable Use Policy have been sent log-in instructions for My Backpack. If you can't locate those instructions or if you have forgotten your password, please select "I forgot my user name/password" on the My Backpack link from the Middlesex School Website Parent Tab.

**Books**

**\*\*\*Families are requested to purchase all books by August 18<sup>th</sup>.\*\*\***

- 1) When course listings are available for viewing, the Academic Office will send an email notification to the addresses you have supplied the School. That email will be sent in late July and will include a copy of the book purchasing guide. Once you receive that notification, access your child's course listing on My Backpack which will be available for viewing through August 18<sup>th</sup>. After August 18<sup>th</sup>, access to course lists will be closed to parents as the School finalizes the student class schedules for the upcoming school year.
- 2) Using your course list and the book buying instructions that were attached to the notification email from the Academic Office, parents should log into the MBS Direct website to purchase books or, at a minimum, obtain a listing of the books (ISBN numbers and titles) that your student will need for his/her classes. You are not required to utilize MBS Direct to purchase your students textbooks, but please note that if you chose to work with another supplier, you should pay specific attention to the ISBN number and edition of the book you purchase and be aware of the return policies for that supplier. The Academic Office will assist students only with book returns purchased through MBS Direct.

MBS Direct

[https://bookstore.mbsdirect.net/vbm/vb\\_home.php?FVCUSNO=37953&url=mxschool.htm](https://bookstore.mbsdirect.net/vbm/vb_home.php?FVCUSNO=37953&url=mxschool.htm)

(link also available on the Parent page of the MX website)

### **School Bills – Accessible through My Backpack**

Parents/guardians are asked to access their child's Middlesex account utilizing the My Backpack portal accessible through the Middlesex School website. Through this portal, parents have access to monthly statements (current and historic) as well as account balances and detailed activity.

A guide for utilizing My Backpack can be found towards the end of this mailing, as well as on the Middlesex School website Parents Tab under Guides and Policies. Parents are able to access their child's account at any time to see account activity.

### **Billing Statement Schedule**

Statements are prepared at the end of each month and payment is due by the end of the subsequent month. Parents are notified via e-mail from Mary Canniff when their student's updated monthly statement is available for viewing. We ask that parents review the statements and contact the Business Office in a timely manner with any questions or concerns. Please be advised that any outstanding tuition will be subject to late charges (1% per month).

### **Payment Methods**

The School accepts payment in U.S. dollars in the form of personal checks, bank checks, money orders, cashier checks, and wire transfers. A fee of \$25 will be charged for any check returned due to insufficient funds. One check may be used to pay all student accounts as long as the remittance portion of the school bill contains the specific allocations of your payment. All checks should be made payable to Middlesex School and sent to the attention of the Business Office at the School's address: 1400 Lowell Road, Concord, MA 01742. The School currently does not have an option for parents to pay online and we do not accept payment of tuition and other charges by credit cards.

### **Tuition Billing Schedule**

Tuition charges are applied to your bill in conjunction with the payment plan that you have elected (per your enrollment contract).

**Two Payment Plan:** Please note that your second semester tuition will be due on **November 30<sup>th</sup>** and that the tuition amount will be reduced by the **remaining balance** of your enrollment deposit (see Enrollment Deposit below).

**FACTS Monthly Payment Plan:** Your tuition charge is spread over the months covered by the plan (10 month plan – May to February, 4 month plan – May, July, September and November). In addition, the remaining balance of your enrollment deposit will be allocated against those charges proportionately over the months in which tuition is billed.

Please be advised that any outstanding tuition will be subject to late charges (1% per month).

## **Enrollment/Re-Enrollment Deposits**

The disbursement schedule of enrollment/re-enrollment deposits is as follows:

### **JULY**

\$300 is deposited into each student's store account for the purchase of school supplies, clothing and other sundry items sold in the Middlesex School Store.

### **OCTOBER**

For those families enrolled in the two payment plan, **the remaining portion of the deposit will be applied to the second semester tuition charge**. For families enrolled in a FACTS monthly payment plan, the remaining portion of the deposit will be spread equally against the regular tuition charges in your specific plan.

## **General Billing and Account Questions**

If you have any questions regarding student bills, please contact Mary Canniff in the Business Office at 978-371-6586 or e-mail: [mcanniff@mxschool.edu](mailto:mcanniff@mxschool.edu).

## **School Store**

The on-campus school store is open Monday through Friday during the school year. The store stocks most school supplies (notebooks, paper, pens and pencils, etc.), some health products (soap, shampoo, toothpaste, etc.), various gift items, and athletic clothing. In order to make purchases, students need to have an adequate balance in their store debit account to cover the purchase.

### **School Store Debit Account Balance**

As stated above, your child's store debit account is funded with a beginning balance of \$300 from the enrollment/re-enrollment deposit that you sent last spring. For returning students, balances will also include store account funds that were unused as of the end of last school year (June 2019). Store debit statements reflecting all store activity are accessible online through the My Backpack Parent portal.

This debit account is a declining balance (pay up-front) account. A "balance" in the store means that your child still has funds from which they can purchase items. When reviewing your monthly statement, please remember that the balance in the store account does not indicate an amount owed to the School, but rather funds available for future store purchases. If the campus store balance is low, please send funds (via any of the payment methods indicated above) in order for your child to continue to purchase from the store.

## **Student Bank / Grill Account (My SchoolBucks):**

For the convenience of our students, the School offers students the ability to make purchases at the grill (located in the Student Center); as well as keep a non-interest bearing student bank account that can be accessed for cash withdrawals. In addition, students will periodically be able to purchase items (mostly related to student club fundraisers) utilizing only the funds in this account. The Student Bank/Grill account has been created to capture this type of activity since the students literally can "cash out" their funds. Although we have considered merging the account with the School Store account, we don't feel that doing so gives parents the control they would like in helping their child manage their personal cash.

**Student Bank:**

The student bank is maintained by the School Store Manager. Students can withdraw or deposit cash into their account whenever the store is open. Prior parental authorization is required for any individual withdrawal over \$500. Students also have access to an on-campus ATM (First Republic Bank) located in the Student Center in Ware Hall. Utilization of this ATM may result in transaction fees.

**Grill:**

The grill is located in the Student Center in Ware Hall. The grill is open regularly in the evenings during the school year and gives students access to food when the dining hall has finished serving meals for the day. In order for students to purchase food at the grill, they must have funds in their Student Bank/Grill account or have a credit card with them at the time of purchase.

**Depositing Funds into My SchoolBucks Account (the Student Bank/Grill)**

The Student Bank/Grill account is accessible through My SchoolBucks: ([www.myschoolbucks.com](http://www.myschoolbucks.com)).

To assist you in using this site, a reference guide is attached to this material (included at the end of this document).

Funding of the Student Bank/Grill account can be done several ways:

**Online via the My SchoolBucks website: (Recommended)**

Please note that you may use a credit card to add funds to your child's account. Any deposit made by 10:00 A.M. will be available for withdrawal later that day. This is the most efficient way to expedite the availability of funds for your child. There is a fee of \$2.50 for each deposit made online.

**Checks:**

Checks for your student's Bank/Grill account should be made payable to Middlesex School and can be given directly to your child for deposit or you may send the funds directly to the Business Office (separately or as part of a payment related to a billing statement). Your student can then use those funds to purchase items from the Student Grill or withdraw funds from the Student Bank. Please clearly note on the check that the funds are for the Student Bank/Grill account.

**Reviewing Student Bank/Grill Account Activity**

To review activity in your child's Student Bank/Grill account or check the balance, you must access the account online at: [www.myschoolbucks.com](http://www.myschoolbucks.com). Middlesex will not be forwarding monthly statements home for this account. Please access the site regularly to review your child's balance and activity. Please note that the system only maintains 90 days of history.

### **Laundry Service (Boarding Only)**

Boarding students may choose to do their own laundry (including sheets and towels) in the laundry machines located in their dormitories (coins and credit cards accepted), or they may contract with our laundry service which will pick up and return laundry on a weekly basis. You should talk with your child about which option he/she prefers. The laundry service is provided by E&R Cleaners, an outside vendor. Boarding students were emailed laundry information in late July by the Business Office. You may also register online with E&R Laundry at: [www.thecampuslaundry.com](http://www.thecampuslaundry.com). To receive a discount, please register by September 1<sup>st</sup>. A representative from E&R Cleaners will also be available during the opening days of school for late enrollment.

### **Keys and Student ID Cards**

Dormitory room keys, mailbox keys and student ID cards will be distributed on the opening days of school. All students will be charged in September for their \$5 mailbox key, and all boarding students will be charged \$10 for their room key. A credit will be given to students in June when keys are returned. Students will be charged \$5 for a mailbox replacement key and \$10 for a dorm replacement key. Replacement Student ID cards will be issued to students at a cost of \$25.

### **Safes**

The School has installed individual student safes in each student dorm room. These safes are large enough to hold most laptops; important travel documents and papers, as well as other valuables or electronics. Details about safe activation will be available at registration. There is no charge to utilize the safes.