

# 2019-20 Business Office Newsletter

September 30, 2019



# Middlesex

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## Shortcuts:

My BackPack: <https://mybackpack.mxschool.edu/SeniorApps/facelets/registration/loginCenter.xhtml>

My SchoolBucks: [www.myschoolbucks.com](http://www.myschoolbucks.com)



## Important Account Information:

### School Store Account:

The balance reflected in the "Campus Store" on your account summary is **NOT a balance** due, but rather funds that are **available** to your child for store purchases. If your child's store account reflects a \$0 balance, **please plan to fund the account** by check or wire payable to Middlesex School. Any negative balance will be charged to your student's school account. Store hours are Mon – Fri, 8am – 4pm.

### Enrollment Deposit Account:

The enrollment deposit funds towards tuition reflected on your child's My BackPack (link above) account is **NOT a balance** due, but rather funds that are **available** and will be credited to your child's tuition based on the payment plan you selected. For those families on the two payment plan, the deposit will be credited to the Semester 2 tuition charge due by November 30<sup>th</sup>. For those families on FACTS payment plans, the deposit credit is equally spread across the tuition charges for each payment.

### Bank/Grill/My SchoolBucks Account:

Funding can be done online via credit card (US or Canada) by logging into: [www.myschoolbucks.com](http://www.myschoolbucks.com), or by check or wire to the Business Office (payable to Middlesex School) with details for "Bank/Grill" account. **Please note that your child's My SchoolBucks ID is the same as his/her school Account ID**, which is located in My BackPack on any of the *My Account* pages. Information regarding My SchoolBucks can be found on the Parent page of the school website under the "Guides and Policies" section. Maximum daily withdrawal limit is \$500 without parent permission. The Bank/Grill is run by the School Store Manager where funds may be withdrawn Mon – Fri, 9am – 3:30pm.



## FAQ:

### Difference between Store and Bank Account?

- Store account funds intended for store purchases only and CANNOT be withdrawn for cash
- Bank/Grill/MySchoolBucks account funds intended for Grill purchases and CASH WITHDRAWALS

### Can I pay my school bill online with a credit card?

- We do NOT accept credit card payments towards tuition or incidental charges
- Payments may be made via cash, check, bank check, ACH/bank transfer, or by wire. All payments are payable to Middlesex School, with checks mailed to our address at 1400 Lowell Rd. Concord, MA 01742

## Important Dates:

**Oct 12-14<sup>th</sup>** – Fall Long Weekend (no classes)

**Oct 25-26<sup>th</sup>** – Parents' Weekend

**Oct 28<sup>th</sup>** – No classes

**Nov 5<sup>th</sup> or 20<sup>th</sup>** – Final payment due (4 payment plan)

**Nov 30<sup>th</sup>** – Final payment due (2 payment plan)

## Announcements:

### Tuition Refund Plan

Those families accepting the Tuition Refund Plan offered by Dewar Insurance were charged in July. For more information, please visit their website [www.tuitionrefundplan.com](http://www.tuitionrefundplan.com) or reach out via email to [trp@dewarinsurance.com](mailto:trp@dewarinsurance.com). Any cancellations had to be received by September 6<sup>th</sup> for a full refund.

### Student Health Insurance:

International families interested in the student health insurance should have enrolled online through the Clifford Allen website. The International plans cover 10 months (8/15/2019 through 6/14/2020) or 12 months (8/15/2019 through 8/14/2020). Any questions should be directed to the Health Center at 978-371-6583 or [healthcenter@mxschool.edu](mailto:healthcenter@mxschool.edu).

### E&R Laundry Service

Laundry service began this month. Any questions regarding E&R service or lost items should be directed to Heather Lang, our E&R Customer Service rep at [hlang@eandrcleaners.com](mailto:hlang@eandrcleaners.com), 1-800-243-7789, ext. 717, or visit [www.thecampuslaundry.com](http://www.thecampuslaundry.com)



### ***When is my tuition payment due?***

Tuition Payment Plans are as follows:

- 10 payment plan (FACTS), tuition is due monthly May 2019 through February 2020 (deposit applied prorated)
- 4 payment plan (FACTS), tuition is due in May, July, September, and November 2019 (deposit applied prorated)
- 2 payment plan, 50% tuition due by June 30<sup>th</sup> and 50% due by November 30<sup>th</sup> (deposit applied in November)
- 1 payment, tuition due by June 30<sup>th</sup> (deposit applied in June)

### ***How can I add funds to my student's Store account?***

- Payments in the form of check, bank transfer or wire sent to the school can be allocated to any account (Student, Store or Bank) as designated on the payment or through an email to Mary Canniff ([mcanniff@mxschool.edu](mailto:mcanniff@mxschool.edu)) with the details of how to allocate the funds.

### ***How can I add funds to my student's Bank account?***

- Payments into the Bank/Grill/MySchoolBucks account may be made with a credit card online through [www.myschoolbucks.com](http://www.myschoolbucks.com). Log into your account (or set up a new account) in order to see your student's activity within their Bank account including Grill purchases. Note your student's ID is the same as their Middlesex Account ID.
- Payments in the form of check, bank transfer or wire sent to the school can be allocated to the student's Bank account as designated on the payment or through an email to Mary Canniff ([mcanniff@mxschool.edu](mailto:mcanniff@mxschool.edu)) with the details of how to allocate the funds.

### ***How can I transfer funds between accounts?***

- Student funds may be transferred between all accounts (Student, Store and Bank/Grill/MySchoolBucks accounts) with a parent email sent to Mary Canniff ([mcanniff@mxschool.edu](mailto:mcanniff@mxschool.edu)) authorizing transfer of the personal funds detailing the amount and accounts affected. Please note, transfers may take up to two business days to complete.
- Financial aid funds are non-transferrable.

### ***How can I view my student's schedule, grades, student ID, statements, charges or Store activity?***

- Log onto MyBackPack in order to view all of the above.
- *Academic Info* has schedule, attendance, grades and comments.
- *My Accounts* contains student ID, statements, charges and Store activity.

