



July 2023

Dear Parents,

I hope that this letter finds you and your family healthy and well. We are excited to have your student on campus with us in the fall and we hope to see you over the course of the next few months as well. This information package is intended to orient you to business matters relating to your student's enrollment at Middlesex School during the 2023-2024 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 reference this information in the future as your first resource when questions arise about the areas addressed here.

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 Friday, August 18th**. Also, **we highly suggest that you select the bulk shipping to Middlesex option when ordering books to avoid potential challenges with disruptions with other delivery services.**

The Business Office is in the process of finalizing our team for the upcoming year. If you have questions related to student account activity (student tuition and incidental charges, FACTS activity, payment options), please email studentaccounts@mxschool.edu. For questions about the store and the student bank/grill account, please email schoolstore@mxschool.edu. If you are unable to reach either of these team members, 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 this time of year and we look forward to having the Middlesex community come together for the 2023-2024 school year.

Sincerely,

Terry Cunningham
Chief Financial Officer

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Middlesex School Business Office Informational Package School Year 2023-2024

[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 account activity (current/historic)
- School store account balance
- Access to the student/parent directory
- Parent/Guardian profile (access to change your contact information)

A [guide for using My Backpack](#) can be found on the Middlesex School website Parents Tab under Parent Resources (select Parent Resources and scroll down). The portal itself can also be accessed via the Parent Tab on the Middlesex website or by using the following link: [My Backpack](#)

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 username/password" on the My Backpack link from the Middlesex School Website Parent Tab.

Books

*****Families are requested to purchase all books by August 18th.*****

- 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 early August and will include a copy of the book purchasing guide. Once you receive that notification, access your student's course listing on My Backpack which will only be available for viewing through August 18th. After August 18th, 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 their classes. You are not required to utilize MBS Direct to purchase your student's 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 (Direct Link: [MBS Direct](#))

- 3) **Given potential delivery challenges, we strongly encourage you to use the bulk shipping option when ordering books through MBS.**

Billing Statement Schedule and Account Activity

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 studentaccounts@mxschool.edu when monthly statements are available for viewing. We ask that parents review the statements and contact Sarah Beanland 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). Also, please note that parents can access their child's account at any time to see current activity as well as previous statements.

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 if 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 credit card payments for tuition and other student account charges.

Tuition Billing Schedule

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

Two Payment Plan: Please note that your second semester tuition will be due on **November 30th** 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.

ENROLLMENT DEPOSIT BALANCE

Two Payment Plan: Your second semester tuition will be reduced by the **remaining balance** of your enrollment deposit (original deposit less the \$300 put into the store).

FACTS Monthly Payment Plan: The remaining balance of your enrollment deposit will be allocated equally against tuition charges over the months in which tuition is billed.

General Billing and Account Questions

If you have any questions regarding student bills, please email studentaccounts@mxschool.edu or call 978-371-6586.

School Store

The on-campus school store is open Monday through Friday from 10 am to 2 pm during the school year. In addition, students can use the [store website](#) to complete a purchase at any time. Orders placed Monday through Friday before 10am will be ready for student pickup at lunch that same day. Orders placed after 10am will be ready for pickup by lunch the following business day. 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. To make purchases, students need to have an adequate balance in their store debit account to cover the purchase.

Please see the guide on establishing a store account in the Parents Resources area under the Parents tab on the Website.

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 2023). School store activity can be seen by setting up an account on the store website using the students school email.

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) 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 School grill, 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 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 in the School Store. Students can withdraw or deposit cash into their account whenever the store is open. Prior parental authorization is required for

withdrawals over \$500. Students also have access to an on-campus ATM (sponsored by First Republic Bank) located in the Student Center in Ware Hall. Utilization of this ATM may result in transaction fees.

Grill:

The grill is 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 School Bucks Account (the Student Bank/Grill)

The Student Bank/Grill account is accessible through [My SchoolBucks](#).

To assist you in using this site, please use the [My SchoolBucks reference guide](#) found under the parent tab under parent resources on the Middlesex School website.

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

Online via the My School Bucks website: (Recommended)

Please note that you may use a credit card to add funds to your child's account. Any deposit made by 8:00 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 can 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. 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 in the laundry machines located in their dormitories, or they may contract with the school approved laundry service which will pick up and return laundry on a weekly basis. You should talk with your child about which option they prefer. The laundry service is provided by E&R Cleaners, an outside vendor. Boarding student families were contacted directly by E&R via email late July with a description of the services offered. You may also register online with E&R Laundry at: www.thecampuslaundry.com or with representatives from E&R Laundry that will be present on campus during registration.

Keys and Student ID Cards

Dormitory room keys, mailbox keys and student ID cards will be distributed at the opening 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.