

# The Madeira School

## 2020-2021 Enrollment Procedures

### Please complete the following items to enroll a student at Madeira:

- ❑ Create your **Parent Portal** account (link sent via email) - each parent/guardian needs his/her own unique account to sign the contract
- ❑ Complete and sign the **enrollment contract** – all parents with custodial rights and any additional person taking financial responsibility are required to sign
- ❑ Pay the **enrollment deposit**

If you elect the Ten Payment Method, you must also create an account with FACTS.

For questions on the enrollment process, please contact Bethanne Stish at [bstish@madeira.org](mailto:bstish@madeira.org). More information is available at [www.madeira.org/enroll](http://www.madeira.org/enroll).

## Procedures

### Parent Portal

All parents will be sent an email with a link to create their own accounts for Madeira's Parent Portal: [www.madeira.org/portal](http://www.madeira.org/portal). Each parent/guardian and any other financially responsible party must have an individual account with a unique email address. Accounts cannot be shared for the purpose of signing the enrollment contract.

### Enrollment Contract

The first person to sign the electronic contract will make all required selections. After the first person signs, no changes to the list of financially responsible parties, payment schedule, or tuition refund insurance selections can be made without contacting our office.

1. **Enter the names of ALL people who will take financial responsibility.** Remember, future signers cannot add names; they must all be entered by the first signer. If a third party (not a parent) will be taking financial responsibility, please let us know as we will need to add him/her as a signer on the contract.
2. **Select a payment schedule** and check the appropriate box on the contract (one, two, or ten payments.) If you choose the Ten Payment Method, you must
  - Register with FACTS. See FACTS information below.
  - Purchase Tuition Refund Insurance. See next item.
3. **Elect whether to purchase Tuition Refund Insurance.** We encourage all parents to participate in this program, and anyone who elects to use the Ten Payment Method will be required to purchase the insurance. The fee is 1.4% of your net tuition amount and is shown on your contract.
4. **Type your name and sign at the bottom of the enrollment contract.** ALL parents/guardians legally responsible for the student must sign the contract. At least one financially responsible party must sign. Only one signature is allowed per User ID.

### Enrollment Deposit

Payment is required to process your enrollment. We accept the following payment options:

- Credit Card or e-check: *A convenience fee of 3% will apply to credit card payments. There is no fee for e-checks.*
- Check or money order payable to The Madeira School.
- Wire Transfer: Please contact Student Accounts in the Business Office at [studentaccounts@madeira.org](mailto:studentaccounts@madeira.org) or 703-556-8358 for Madeira's bank information.

## FACTS Automatic Tuition Payment Plan

If you register with FACTS your tuition payments will automatically be debited from the specified account according to your payment schedule (May-Feb for people who select the Ten Payment Plan). The FACTS automatic payment service is required if you choose to pay using the Ten Payment Method. There is a fee of up to \$45 for this service and an additional fee of 2.85% if you elect to use your credit card. Any fees associated with FACTS will be directly debited by FACTS and should not be paid with your registration fee.

The **FACTS Peace of Mind (POM)** tuition protection program is an **optional** benefit offered to all families for a nonrefundable annual fee of \$20 per agreement. In the event of the death of the responsible party or his/her legal spouse, FACTS will pay the remaining unpaid balance up to \$30,000 (except payments in arrears) on the FACTS Automatic Tuition Payment Agreement. See [FACTS Information](#) for details.

Neither FACTS Management nor The Madeira School has direct access to your bank accounts. No one other than you and your financial institution has access to your account.

**Create and access your FACTS account:** [www.madeira.org/FACTS](http://www.madeira.org/FACTS)

## Resources

Please call the Admission Office if you have any general questions: 703-556-8273. In addition, the following resources/people can help you with specific questions.

### **Enrollment Procedures, Contract Questions, and Technical Issues:**

Bethanne Stish – Admissions Office – 703-556-8259 or [bstish@madeira.org](mailto:bstish@madeira.org)

### **Payment Plan Options, Tuition Refund Insurance, or Wire Transfer Information:**

Cateleyn Cappel - Student Accounts, Business Office – 703-556-8358 or [studentaccounts@madeira.org](mailto:studentaccounts@madeira.org)

### **Financial Aid Grants, Loans, and Applications:**

Katie Fotofili – Admissions Office – 703-556-8325 or [kfotofili@madeira.org](mailto:kfotofili@madeira.org)

### **Guardian Information (for International Students):**

Hunter Southworth – Director of Residence Life – 703-556-8215 or [hsouthworth@madeira.org](mailto:hsouthworth@madeira.org)

### **Medical Insurance (for International Students):**

Health Center – 703-556-8243 or [HealthCenter@madeira.org](mailto:HealthCenter@madeira.org)

### **Enrollment Web Page:** [www.madeira.org/enroll](http://www.madeira.org/enroll)

- Schedule of School Fees: a listing of additional fees to expect
- FACTS Tuition Payment Plan Information and Account Link
- Tuition Refund Insurance Plan Information
- Madeira's Transportation Program
- Travel and Important Dates for the 2020-2021 Academic Year
- Technology Requirements
- Tuition Payment Portal Link: an alternate way to pay enrollment deposit online ([www.madeira.org/tuition](http://www.madeira.org/tuition))