

St. George's School

Memorandum to Parents and Students

Understanding Student Accounts and How Students Access Funds while at St. George's

Student Accounts

The Finance Office establishes three types of accounts for every student: a **Tuition and Incidentals Credit Account** (their Main account) and two debit accounts - a **Grill Account** and an **Allowance Account**. The Finance Office generates electronic account statements for their Main account on the 15th of every month. Statements of activity on the **Grill and Allowance Accounts** are also processed each month. All statements are available via MyBackPack on the parent portal. The June and November invoices, which include the tuition charges, will also be mailed via the U.S. Postal Service.

Tuition, Campus Store and Incidentals Credit Account

Tuition, and the incidental charges a student incurs while at school, are billed to the student's Main account. Students are permitted to charge items at the Campus Store, the Health Center, and the Athletics Department. Other ancillary charges including certain fees, the initial laptop purchase, tuition refund insurance and health insurance will be posted to this account as incurred and included on the next monthly statement.

Payment Options: Tuition charges and incidental charges are payable in U.S. dollars within 30 days of the statement date. **Online Payments** can easily be made through the MyBackpack link in the parent portal section of the School's website, either by using a free-of-charge E-Check or with a credit card (American Express, Visa, MasterCard, and Discover). Note that payments can take up to one week to clear. A convenience fee of 3.00% will be assessed on all credit card transactions. (In MyBackpack, go to "My Accounts" then "Pay Online".) Payments may also be made by check or bank transfer. Bank transfer information for international wires or domestic ACH is available through the Finance Office. A **Direct Debit option** is also available, whereby, with your written authorization, we will automatically debit your bank account on the 5th of each month following the statement date. (Please fill out and return the Direct Debit Authorization form enclosed). Send checks to: Finance Office, St. George's School, P.O. Box 1910, Newport, RI 02840-0190.

Grill Debit Account

At the Campus Center Grill, students are able to purchase snack items (pizza, fries, hamburgers, sodas, etc.) The Grill is open only at times when the dining hall is closed so as not to interfere with meals. Students may pay for items purchased at the Grill with **cash** or by charging their **Grill Account (no credit cards accepted)**. The Grill Account requires parents to fund the account **in advance**. As long as there is money on this account, the student may purchase items from the Grill using his/her student ID card. Such purchases will automatically reduce the available balance in their Grill account.

Allowance Debit Account

Parents may fund an Allowance Account for their child with the Finance Office. Students may withdraw an amount of up to \$50 per day (or more if authorized in writing by their parent) at the Finance Office during regular office hours. Cash advances are typically not allowed. In an emergency, a parent may call to request that the School advance their child the necessary funds, to be charged to their Main account. However, under no circumstances will any advance be granted if the student's account is in arrears. Also, no cash advances will be allowed after May 1. Please be sure your son/daughter has the necessary cash for traveling, etc.

Deposits to the Grill and Allowance Accounts - You may fund the Grill and Allowance Accounts with as much as you feel your child needs, perhaps \$200 in each for the first semester. A student always has the option to use cash at the Grill. **To fund or check the balance on the Grill or Allowance Account online:** go to My Backpack; find "Pay Online" under "My Accounts"; the Debit Accounts are listed below Tuition and Incidentals along with their respective balances; find "Grill Account" or "Allowance Account" and fill in an amount under "Payment." If sending funds by check, please be sure to indicate on your check how much is to go to the student's Grill or Allowance Account. Otherwise, all funds are posted to the student's Tuition and Incidental Account, which students cannot access without parental consent.

Hamblet Campus Center ATM/Check Cashing

We recommend that parents consider setting up a joint or custodial checking account for their student and provide them with their own ATM card so that they can access the Campus Center ATM (A fee of \$1 is charged by the processing company for each transaction.) Students may cash checks up to \$50 in the Finance Office (located in the basement of Sixth Form House) on weekdays for travel and other personal expenses. Checks over \$50 require the written authorization of the student's advisor. All checks returned to us from the bank for any reason will be charged a \$20 fee.

Health Insurance, Tuition Refund Insurance,
FACTS Tuition Payment Plan and Other General Information

St. George's offers the following services, described more fully below:

- **International Student Health Insurance**
- **Voluntary Supplemental Accident Insurance**
- **Tuition Refund Insurance**
- **FACTS Tuition Payment Plan**
- **Mail and Package Service**

Health Insurance Information

All students **must** be covered by a qualified health insurance policy. Health Insurance information needs to be entered into your student's electronic Magnus medical record in the Parent Portal by August 1, 2021.

International Student Health Insurance

All international students must select either the 10 or 12 month option of the United Healthcare Student Resources Plan on the bottom of the Insurance Form in the Parent Portal. Travel policies are not accepted. Contact the Health Center at 401-842-6676 for more details.

Voluntary Supplemental Accident Insurance

Voluntary Supplemental Accident Insurance is available to all students. Contact the Health Center at 401-842-6676 for more details.

Tuition Refund Insurance

The Finance Office **will assume that you desire Tuition Refund Insurance for your child unless notified to the contrary in writing by August 1, 2021** (see blue card included in June billing). The cost for Tuition Refund Insurance is always included in your June 15 Tuition Statement. If it is not desired, and the above deadline has not passed, please deduct the premium from your remittance and notify the Finance Office **in writing** that you do not wish to participate in the Tuition Refund Plan. Please review the enclosed brochure carefully and return the blue card.

FACTS Tuition Payment Plan

If you prefer to pay tuition through an installment plan, FACTS Tuition Management offers a monthly plan with ten monthly installments, with the first due June 10 and the last due March 10. The fee to enroll is \$100. Payments are made directly to FACTS via check, direct debit, or credit card. Enroll at **Online.FACTSmgt.com**. Late enrollments into the monthly Tuition Payment Plan, will be required to pay past installments with the first scheduled payment.

Mail and Package Service

With regard to outgoing packages (i.e. clothing, etc.), students must bring their package(s) to the Mail Center prior to the 2 p.m. cutoff time for the daily UPS pick up. Shipping charges incurred by a student will be included on the next billing statement. **Packages shipped to the School must use the shipping address of Student Name, St. George's School, 372 Purgatory Road, Middletown, RI 02842.**

If you have any further questions, please call Rachel Kowalski in the Finance Office at 401-842-6787 or e-mail her at Rachel_Kowalski@stgeorges.edu.

William M. Salmons, Jr.
Controller