ENROLLING
at CHADWICK

Congratulations, and Welcome to Chadwick School!

We are delighted that your family will be joining the Chadwick community, and we are happy to provide the following information on next steps regarding enrollment. At Chadwick, we utilize an online system called "Veracross" to manage student and family information, including contact information, student schedules, billing, student grade reports, and enrollment. Please follow the steps outlined below to confirm your enrollment. **The deadline for completing all enrollment steps is Friday, March 17, 2023.**

If you need additional assistance, please contact us at admissions@chadwickschool.org. We will be happy to contact you immediately if we receive any inquiries regarding your enrollment.

We look forward to welcoming you to our vibrant 45-acre campus and to partnering with you for an unparalleled and enriching educational experience!

Steps to Complete Your 2023-2024 Enrollment

Please follow the steps below to confirm your enrollment:
1. Access or Set up your "Veracross" account
2. Review and Update your Household Contact Information
3. Select your Tuition Payment Plan
4. Sign your Enrollment Agreement(s)
5. Register For and Enroll in VCPay (Optional for Single Pay, Required for Monthly Pay)
6. Submit your Enrollment Fee(s) Payment

   ❖ Please note, if you completed a Financial Aid application as part of your application process, the award letter will be available for your review on the Veracross site between Steps 2 and 3.

Step 1: Access or Set Up Your "Veracross" Account

1. Log in to your Veracross account:
    *   For families who have already activated a Chadwick-Veracross account or faculty, use this link to go directly to the Online Enrollment Portal: Veracross Enrollment Portal.
    *   For families without a Veracross account, you will need to set up your account to access the Enrollment Portal.
        *   First, go to the account setup screen. It will look like a "reset password" screen that appears to be only for returning users, but you are in the right place! Where prompted, enter the same email address at which you received the acceptance email and click the "Send Instructions" button.
        *   You will receive an email from Veracross in a few moments that includes a link to set a password for the site. Click that link in the email and set your password.
        *   Once you set your password, you should be directed to the Online Enrollment Portal immediately. If not, please use the link above for current users.

2. After clicking the "Enrollment" button on the home screen you will see the Online Enrollment screen.

3. Continue to follow on-screen instructions (and those below) to complete enrollment.

Step 2: Review and Update your Household Contact Information

This step must be completed before you will be able to sign your Enrollment Agreement(s) and pay your deposit(s).

1. **Under "Family Profile Update," click the "Add Family Demographics" button.** This will allow you to confirm that your contact and other important information is correct or to make any necessary changes.
    *   **Please be sure to confirm, at least:** your correct home address(es) and be sure to include your cell phone number(s) so we can reach you via our emergency text message system in the event of a school closure or on-campus emergency.

2. **Submit any changes to your Profile.** When you are finished reviewing and/or updating your profile, check the box next to "I confirm that this information is complete and accurate," then click the "Return to Online Enrollment" button.

Step 3: Select Your Tuition Payment Plan

Single Pay

Pay your nonrefundable 15 percent tuition deposit and $1,750 matriculation fee now; pay your remaining tuition balance by June 6, 2023. Families who pay their full tuition by June 6 will automatically be enrolled in Chadwick's tuition refund insurance plan at no additional fee, a savings of $550. Step 5 is OPTIONAL.

Monthly Pay

Pay your nonrefundable 15 percent tuition deposit and $1,750 matriculation fee now; pay your remaining tuition balance in 10 equal installments from April 2023 through January 2024.

If you choose the Monthly Pay option, there is a $50 fee for setting up the payment plan, a $550 fee for the tuition refund insurance plan, and a requirement to enroll in the VCPay automatic payment service. See Step 5 below on how to enroll in that service. These fees will be included in your total balance which is divided into the equal installments.

If you received a financial aid award as a part of your enrollment offer, please note that your participation in the tuition refund insurance plan is optional.

Select the appropriate option for your family based on the information above and click the "Continue to Confirmation" button. If you have questions about this process, please email the Enrollment Team at pv-enrollment@chadwickschool.org.

Step 4: Sign Your Enrollment Agreement

After selecting your payment plan and clicking Continue, scroll down to review the full Enrollment Agreement and electronically sign by clicking the "Sign" button. This will populate your name and the date/time. You can then click the "Submit Signature" button to proceed.

Note: Each Enrollment Agreement requires a signature from each parent/guardian to be considered Complete. If another parent/guardian still needs to sign the Agreement after you, this will be indicated after your click the "Submit Signature" button. Once all parents/guardians have signed the Agreement(s), you will be able to proceed to the next step.

Step 5: Register For and Enroll In "VCPay"

This step is **Optional** for Single Pay and **Required** for Monthly Pay.

In order to complete the process and set up for automatic tuition payments, you will need to register for VCPay. You may also use VCPay to pay your enrollment fees.

There are more complete instructions in the VCPay section but, essentially, you will need to enter in bank information for an account you want to use for payments. You will also have the option of entering credit card information but please note that credit cards cannot be used to pay any tuition or enrollment fees.

After you have entered your bank information, you will be asked to associate that account with the tuition payments. Once complete, you will be taken back to the main Enrollment screen.

Step 6: Submit your Enrollment Fee(s) Payment

If you registered for VCPay in Step 5, you can use this same account to pay the enrollment fee(s) assessed based on your Payment Plan selection.

If you did not register for VCPay in Step 5, you will be asked to enter bank account information to pay the enrollment fee(s) for Single Pay students. This information will not be stored once it is used for this payment.

After your payment has been submitted you will see a green "Enrollment Complete" banner at the top of this screen.

Congratulations! Your space is now reserved for 2023-2024!

In the spring, additional information will be sent via email after your enrollment is complete. In the summer, you will receive information about our transportation and dining programs for 2023-2024.

Please mark your calendar for the first day of class — Monday, Aug. 28, 2023! We look forward to welcoming your family then.

Thank you!
Chadwick School Admission Team

THINK.
DO.
LEAD.