

HOTCHKISS

Summer Portals

Summer Portals Checklist

- ◇ Sign (electronically) the **Enrollment Contract** and submit the **Enrollment Fee** upon **acceptance** into Summer Portals. The Enrollment Contract is available on the status page of your account once the Decision Reply Form is completed and submitted.
<https://apply.hotchkiss.org/apply/status>

*Enrollment and tuition fees will be billed through FACTS Tuition Management. Please look for an email from FACTS shortly after signing the contract.
- ◇ Complete the **Health Form** and include a copy of Immunization Records (a standard form from the doctor's office is acceptable) and a copy of your Insurance Card (both sides). Please submit the Health Form via email to summerhealth@hotchkiss.org or regular mail within four (4) weeks of acceptance. The Health Form can be found on our [Enrollment webpage](https://www.hotchkiss.org/our-school/summer-programs/enrolled-students).
<https://www.hotchkiss.org/our-school/summer-programs/enrolled-students>
- ◇ Review the Supplemental **Insurance Form** on the status page of your account. All international students (with an address outside the U.S. 50 states) are automatically enrolled and billed accordingly. If you are a domestic student and would like to enroll, please contact us at summerhealth@hotchkiss.org.
- ◇ Review and sign the **Extracurricular Activities Waiver** on the status page.
- ◇ Review and complete the **Information Sharing for Travel Form** on the status page.
- ◇ Complete the **Travel Form** on the status page as soon as your travel plans are confirmed. Information regarding transportation can be found on our [Enrollment webpage](https://www.hotchkiss.org/our-school/summer-programs/enrolled-students).
<https://www.hotchkiss.org/our-school/summer-programs/enrolled-students>
- ◇ If a **student photo** has not been submitted with the Summer Application, please upload a current photo (head shot, 450 x 600 pixels in JPG format) using the drop down menu on the status page. Please be sure to upload as a JPG file for the Student Identification Card. If you attached a photo during the application process, we will use that photo for the Student ID card, you do not need to upload another photo.
- ◇ **Submit Tuition Balance Due payment by May 15th.**
If you are accepted into a program after May 15th full program tuition payment is due immediately upon acceptance.

Completed health forms must be returned within four (4) weeks of acceptance via:

Email: summerhealth@hotchkiss.org

Mail: Summer Portals, 11 Interlaken Rd, Lakeville, CT 06039