Enrollment Steps for New Families

NOTE: If you are a current or alumni family with a new child enrolling at Derryfield, simply log into your existing MSA account to access the Enrollment Contract and financial details.

To View Your Enrollment Contract and Financial Details:

a. Go to derryfield.myschoolapp.com.
b. In the bottom right hand corner of the login box, click on “Forgot login or First time logging in?”
c. In the Login Help box that appears, enter the email address where you receive Derryfield emails, and check off both Username and Password; click “Send” button.
d. Check your email; you will be emailed your username (typically your first and last name) as well as a link to set a password of your choice.
e. After you’ve set your password and logged in, you’ll be viewing a screen with your child’s name on it; click on the yellow bar at the top of the page. It will say “Contract to Review.”
f. Here, you will be able to review all of the enrollment terms and financial details.

Steps That Must be Completed (Please review your acceptance letter for due date):

1. Log in to derryfield.myschoolapp (you must have completed the instructions above first) and click through to the Contract. **NOTE: Both parents or legal guardians must create an account and log in separately to complete this process. Signatures are required from both.**
2. Enrollment Contract: You will select a payment option for your tuition balance due, and then electronically sign and date the Contract. You will indicate how you are paying for your 10% deposit (direct debit or check). **If choosing to send a check to the Business Office, it must be received by the due date detailed on your acceptance letter.**
3. **Transportation Agreement:** If applicable, check the box to indicate your interest in signing up for school bus transportation. A separate Transportation Agreement will be sent to you (through the parent portal) to select a bus route and to pay the $200 transportation deposit.
4. **Equitable Tuition Agreement:** If you are receiving a need-based equitable tuition reduction, you will also see an Equitable Tuition Agreement tab. Please sign and date this section as well. Both parents or legal guardians must sign the Equitable Tuition Agreement.
5. **Smart Tuition Enrollment for New Families**: If you are a new Derryfield family, go online and set up your Smart Tuition / Student Billing account. The Derryfield School code is 11918. All families are required to have a Smart Tuition account, even those not using a tuition payment plan (see below).

6. **Smart Tuition Enrollment for Returning Families**: If you have a child currently enrolled at Derryfield, please **DO NOT** create a new account or make any changes to your current Smart Tuition account. The Business Office will add any newly enrolling siblings to your account.

**Details for New Families**

**Enrollment Contract**
Read your online Enrollment Contract. This Contract contains specific payment and tuition information for your family. Please note that your Contract, signed by both parents or legal guardians, and your 10% non-refundable deposit must be received by The Derryfield School Business Office by the due date detailed on your acceptance letter to reserve a space for your child. Recipients of a need-based equitable tuition reduction must also complete their online Equitable Tuition Agreement. If you are declining enrollment or have concerns about this timeframe, please contact Kathleen Rutty-Fey, Director of Enrollment.

**Transportation Agreement**
The Derryfield School offers six bus routes. Please see the link in your Enrollment Contract for details. To sign up for transportation, please check the Transportation Deposit option box in your online Contract. A separate Transportation Agreement will be sent to you (through the parent portal) to select a bus route and to pay the $200 non-refundable transportation deposit. The remaining balance will be due using the payment option you select. Please complete your online Agreement and pay the deposit (by direct debit or check to the School).

**Tuition Payment Options**
There are four tuition balance payment options. Please indicate your selection on the online Enrollment Contract:
1. **One Payment** in full to The Derryfield School by check within 30 days of signing your Enrollment Contract. Tuition insurance is optional. A Smart Tuition account is still required for student billing purposes.
2. **One Payment** to Smart Tuition in July. Tuition insurance is optional.
3. **Two Payments** to Smart Tuition in July and November. Tuition insurance is mandatory.
4. **Nine Payments** to Smart Tuition, July through March. Tuition insurance is mandatory.

**Smart Tuition**
The Derryfield School utilizes Smart Tuition for the processing and collection of our families’ tuition and monthly student billing charges. With Smart Tuition you can select a payment method that works best for you, whether it is receiving invoices, making automatic debit payments, using a credit card, or paying Smart Tuition online. You’ll be able to access your account from the parent portal on Derryfield’s website to edit your profile, check your tuition balance, make payments, review account history, change your method of payment, and live chat for assistance. Smart Tuition’s staff is available 24/7, 365 days a year to answer questions about your Derryfield account. There is a $50 annual administration fee for all families.
Families new to Derryfield are required to create an account with Smart Tuition. Once you have officially enrolled (online contract signed and tuition deposit sent), please set up your tuition payment plan / student billing account by going to www.enrollwithsmart.com. The Derryfield School code is **11918**. For support, please contact Smart Tuition at 888-868-8828 or Deb Allen in The Derryfield School Business Office at 603-669-4524, ext. 6105.

**The Tuition Refund Plan**
Tuition Insurance from A.W.G. Dewar, Inc. is available to protect your obligation to pay tuition under the terms of the Enrollment Contract. Tuition insurance insures tuition (prepaid and due) in the event of a child’s separation from the School according to the terms of the insurance policy. Please see the accompanying brochure sent with your packet.

**Tuition Commitment Date**
We strongly encourage all families to carefully read the terms of both the Enrollment Contract and The Tuition Refund Plan brochure. Please note that the tuition commitment date, your family’s obligation to pay tuition for the full academic year, is unconditional as of 30 days of signing your Enrollment Contract. No deduction or remission of tuition shall be made by the School, after this date, for any absence, dismissal, or withdrawal for disciplinary, health, academic, personal or other reasons whatsoever, including school closure in the event of a disaster, except for any portion covered by The Tuition Refund Plan, and only if said plan is purchased. The Tuition Refund Plan is the sole remedy to protect students, parents, and guardians from incurring the obligation to pay full year tuition, and the School recommends it for consideration even when not required as set forth in the Enrollment Contract.

The only options for families who withdraw after 30 days of enrolling are to pay the School in full or use tuition insurance to cover this expense. Please note that this insurance cannot be purchased past the date of August 1st (or first day of classes for late-entering students). Per the terms of the insurance, please be aware that students must attend “fourteen consecutive calendar days beginning with the student’s first class day of attendance in the academic year” in order to submit a valid tuition claim. Reimbursement is prorated for days not attended and is subject to type of withdrawal.

**Educational Loan Options**
Please visit www.salliemae.com/k12loan or https://yourtuitionsolution.com/family if you are interested in learning about the private school tuition financing options offered by Sallie Mae and Springstone Financial, LLC.

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**TO RESERVE A SPACE FOR YOUR CHILD, ALL OF THE STEPS DETAILED ABOVE MUST BE COMPLETED BY THE DUE DATE ON YOUR ACCEPTANCE LETTER.**