

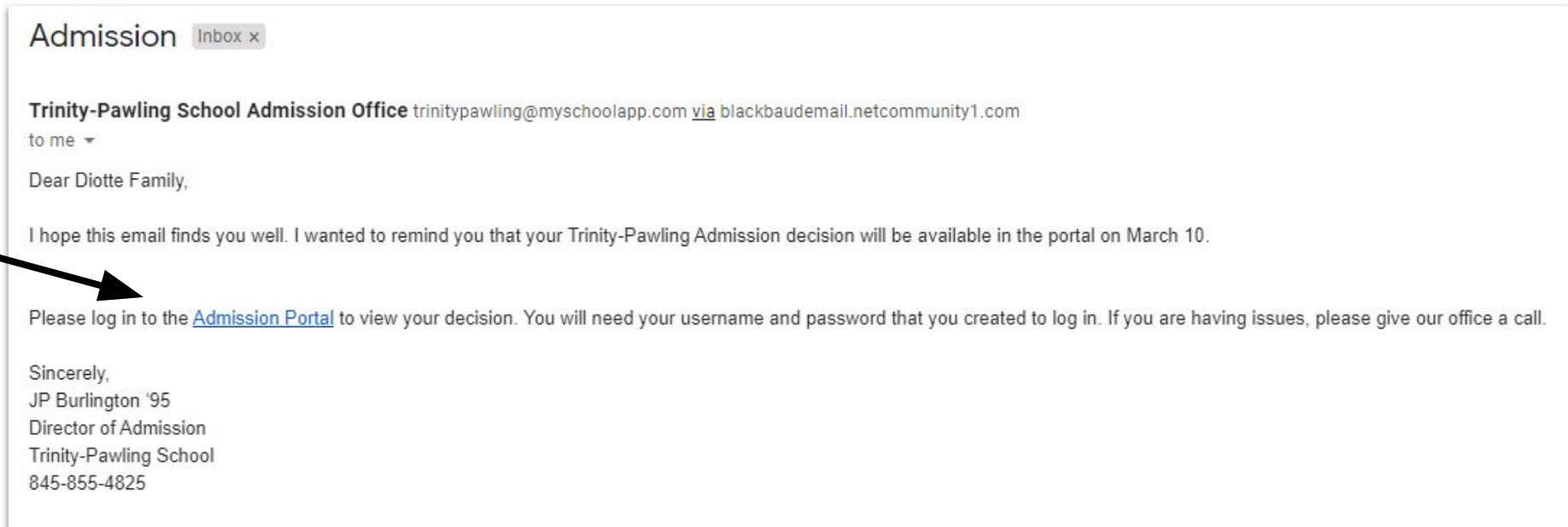



2021-2022 Enrollment Contract

How to Review and Submit your Contract in the Admissions Portal

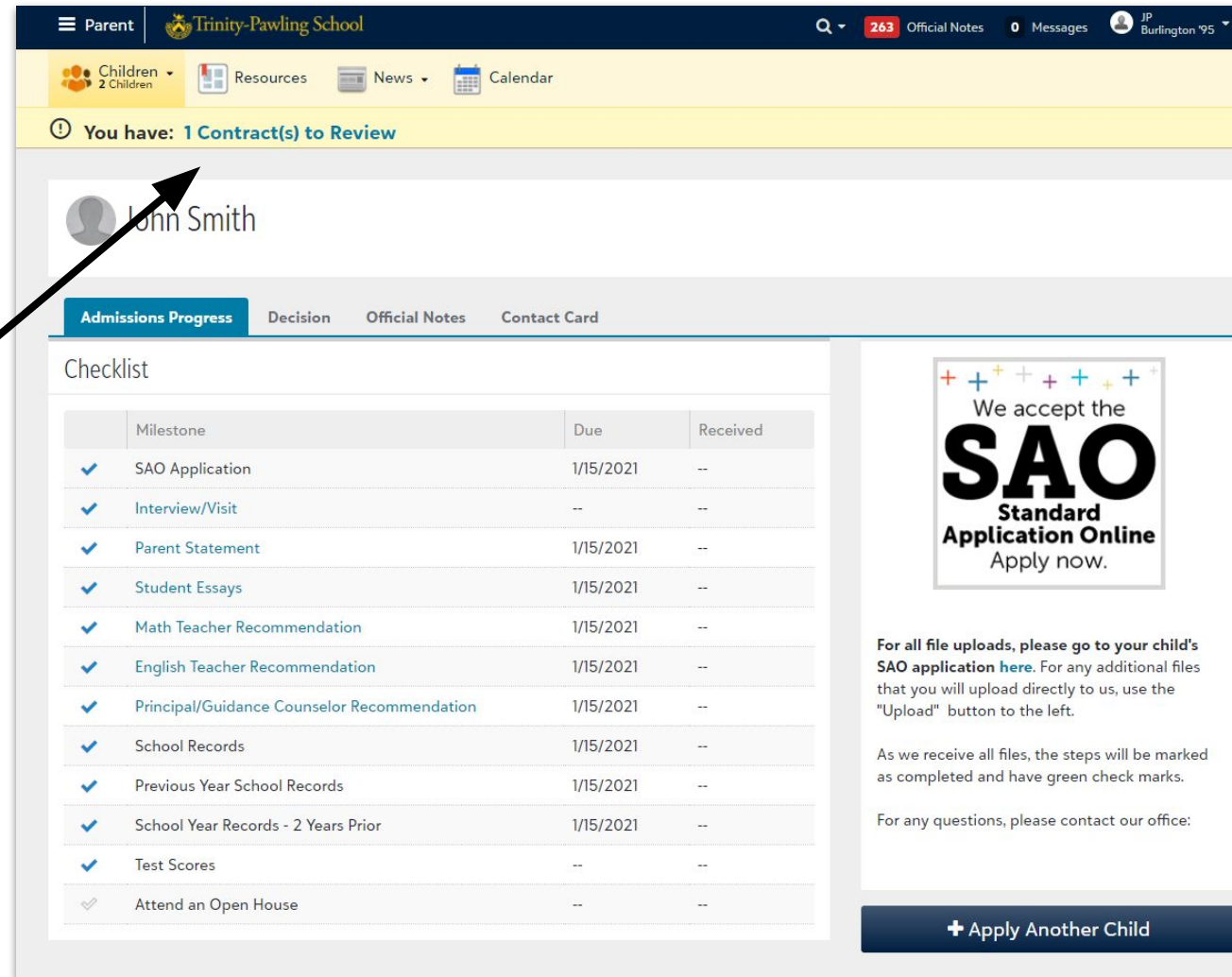
Step 1: Access the Admissions Portal

Access the [Admissions Portal](#) through the link provided in your email, or by visiting the [Accepted Students page](#) (new families).



Step 2: Review Your Contract

When you log into the Admissions Portal, you will see that you have a **Contract to Review**. Click on the link to be brought to your contract.



The screenshot shows the Trinity-Pawling School Admissions Portal. At the top, a yellow banner states "You have: 1 Contract(s) to Review". Below this, the user's name "John Smith" is displayed. The "Admissions Progress" tab is selected, showing a checklist of application milestones. A black arrow points from the text box on the left to the "Contract to Review" notification.

	Milestone	Due	Received
✓	SAO Application	1/15/2021	--
✓	Interview/Visit	--	--
✓	Parent Statement	1/15/2021	--
✓	Student Essays	1/15/2021	--
✓	Math Teacher Recommendation	1/15/2021	--
✓	English Teacher Recommendation	1/15/2021	--
✓	Principal/Guidance Counselor Recommendation	1/15/2021	--
✓	School Records	1/15/2021	--
✓	Previous Year School Records	1/15/2021	--
✓	School Year Records - 2 Years Prior	1/15/2021	--
✓	Test Scores	--	--
✓	Attend an Open House	--	--

On the right side of the checklist, there is a section titled "We accept the **SAO** Standard Application Online Apply now." with a link to the application. Below this, there is a button that says "+ Apply Another Child".

Step 2: Review Your Contract, *continued*

arent#myfiles

Parent | Trinity-Pawling School

263 Official Notes | 0 Messages | JP Burlington '95

Children 2 Children | Resources | News | Calendar

You have: 1 Contract(s) to Review

Files & Forms

☐ Show completed forms

JP's files and forms

John's files and forms

Tuition Management Contract	Boarding Contract 2021 - 2022	Due: 4/10/2020	Review
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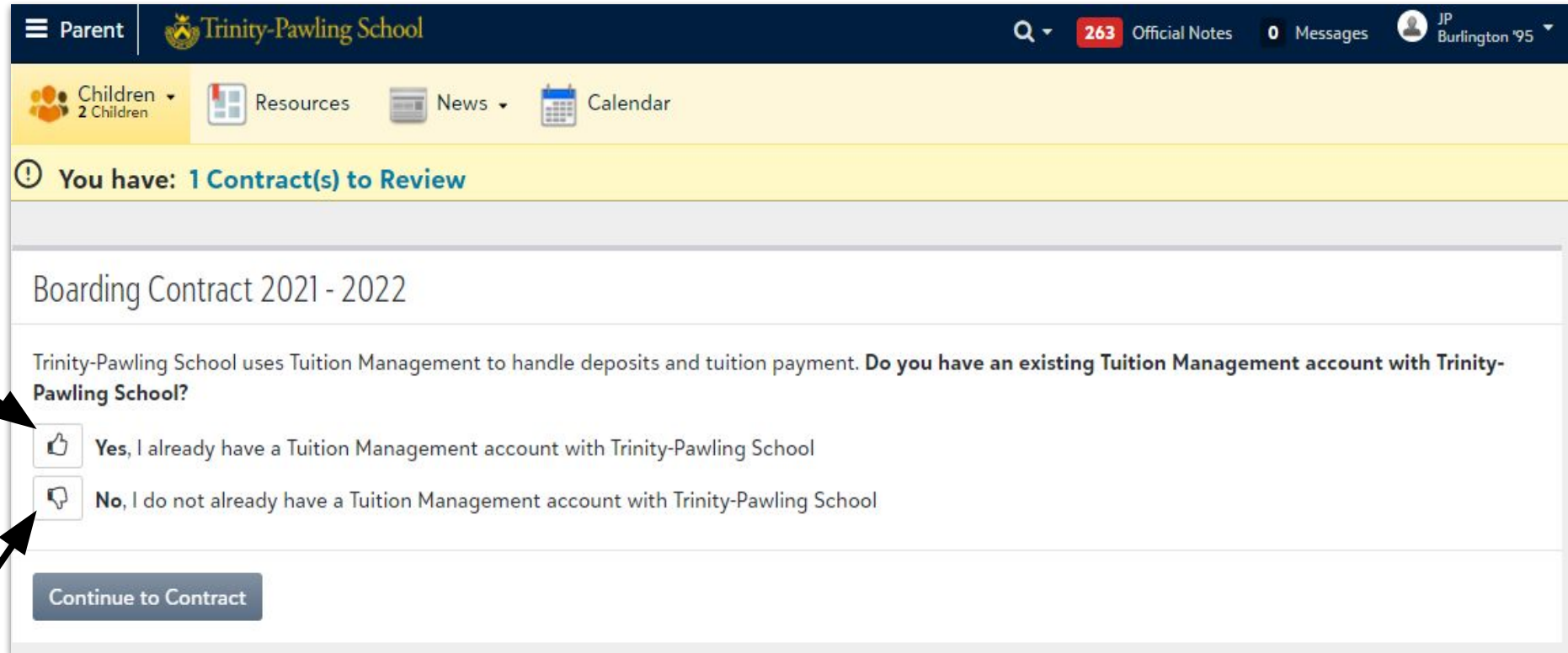
Joseph's files and forms

Click the **Review** button to view your contract.

Step 3: Smart Tuition / Tuition Management

RETURNING

FAMILIES: Please select “Yes.” If you have forgotten your login information for Smart Tuition, email Kasey at kdiotte@trinitypawling.org



The screenshot shows the Trinity-Pawling School Parent Portal interface. At the top, there's a dark blue header with the school logo and name. Below that, a yellow navigation bar contains links for Children (2 Children), Resources, News, and Calendar. A yellow banner below the navigation bar states: "You have: 1 Contract(s) to Review". The main content area is titled "Boarding Contract 2021 - 2022" and contains the text: "Trinity-Pawling School uses Tuition Management to handle deposits and tuition payment. Do you have an existing Tuition Management account with Trinity-Pawling School?". There are two radio button options: "Yes, I already have a Tuition Management account with Trinity-Pawling School" and "No, I do not already have a Tuition Management account with Trinity-Pawling School". At the bottom of the form is a "Continue to Contract" button. Two arrows from the text boxes point to the "Yes" and "No" radio buttons respectively.

NEW FAMILIES: If you are new to Trinity-Pawling this year, please select “No”, even if you have an existing Smart Tuition account from a different school.

Step 4: Review Fees & Billing Information

p/parent#contract/61588/keyid=749736

Parent Trinity-Pawling School 263 Official Notes 0 Messages JP Burlington '95


Children 2 Children Resources News Calendar

You have: 1 Contract(s) to Review

Boarding Contract 2021 - 2022

Fees and Payment Contractual Agreement Signature(s) Review Deposit Confirmation

THIS CONTRACT reserves a place for the below named student at Trinity-Pawling School, Pawling, New York (the "School"):

 **John Smith**
School Year: 2021 - 2022 Grade: 9 Date of birth: 1/1/2004

Expenses
Tuition - Boarding
Accident Insurance
Laundry Service Fee
Upper & Middle School Boarder Tech Fee

Total Expenses

Total Due

Non-Refundable Deposit: To secure this reservation, a non-refundable 20% deposit is due with the contract.

A **Tuition Refund Insurance fee** will automatically be added to your Smart Tuition account in the amount of 3.7% of your Tuition when your I established. Please [click here](#) to review information about the program. This program is optional and a waiver form will be sent later by the

Information on the **Accident Insurance** program can be found by [clicking here](#).

Review Fees and Billing Information, then click “Next.”

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Information on the **Accident Insurance** program can be found by [clicking here](#).

If you have received Financial Aid, awards are not final until your complete 2020 tax return is uploaded to the SSS portal and the data is verified. We reserve the right to alter a grant if there is a large discrepancy between your 2020 tax return and the information we have at this time. The School maintains the confidentiality of your award and respectfully asks that you do the same.

Manage Billing Information

Account Holder & Billing Address
JP Burlington '95
700 Rt. 22
Pawling, NY 12564

Email Address
jburlington@trinitypawling.org

Home Phone Number
No home phone present

Mobile Phone Number
203-982-9984

Language
No language present

Select a Payment Plan & Method

Payment Plan Options *

☐ Full Pay - September

☐ 2 payments: 70% July, 30% December

☐ Payments July Through January

☐ Payments MayThrough February

Review Terms & Conditions

Step 5: Choose a Payment Plan

Parent | Trinity-Pawling School | 263 Official Notes | 0 Messages | JP Burlington '95

Children 2 Children | Resources | News | Calendar

Home Phone Number
No home phone present

Mobile Phone Number
203-982-9984

Language
No language present

Select a Payment Plan & Method

Payment Plan Options

- ☐ Full Pay - September
- ☐ 2 payments: 70% July, 30% December
- ☒ Payments July Through January
- ☐ Payments May Through February

Payment Method *

E-mail me an invoice for each payment I have due

Payment Due Date *

1st - 7 Tuition Payment(s)

Review Terms & Conditions

Terms and Conditions

Choose a payment plan option.

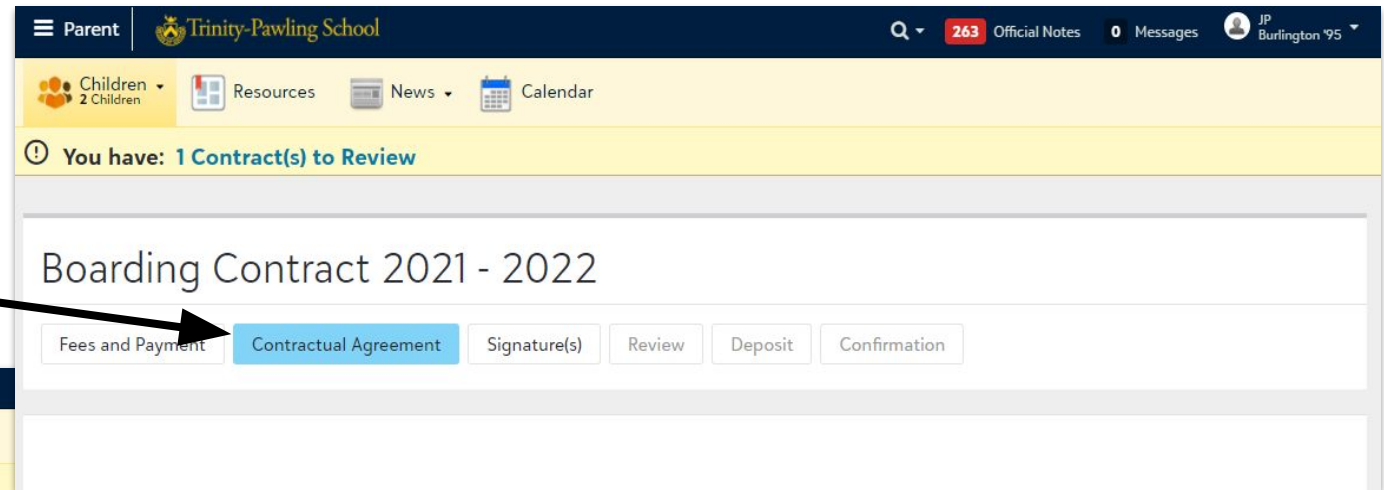
(Note: payment plan options will vary by contract and enrollment date.)

Payment Method: You may set up automatic payments using a credit card, debit card or bank account, or select "Email me an invoice for each payment I have due" to be billed separately for each month of your payment plan.

Choose when you would like your payment due (1st or 15th of the month).

Step 6: Review & Sign

Review your Contractual Agreement, then click “Next”.



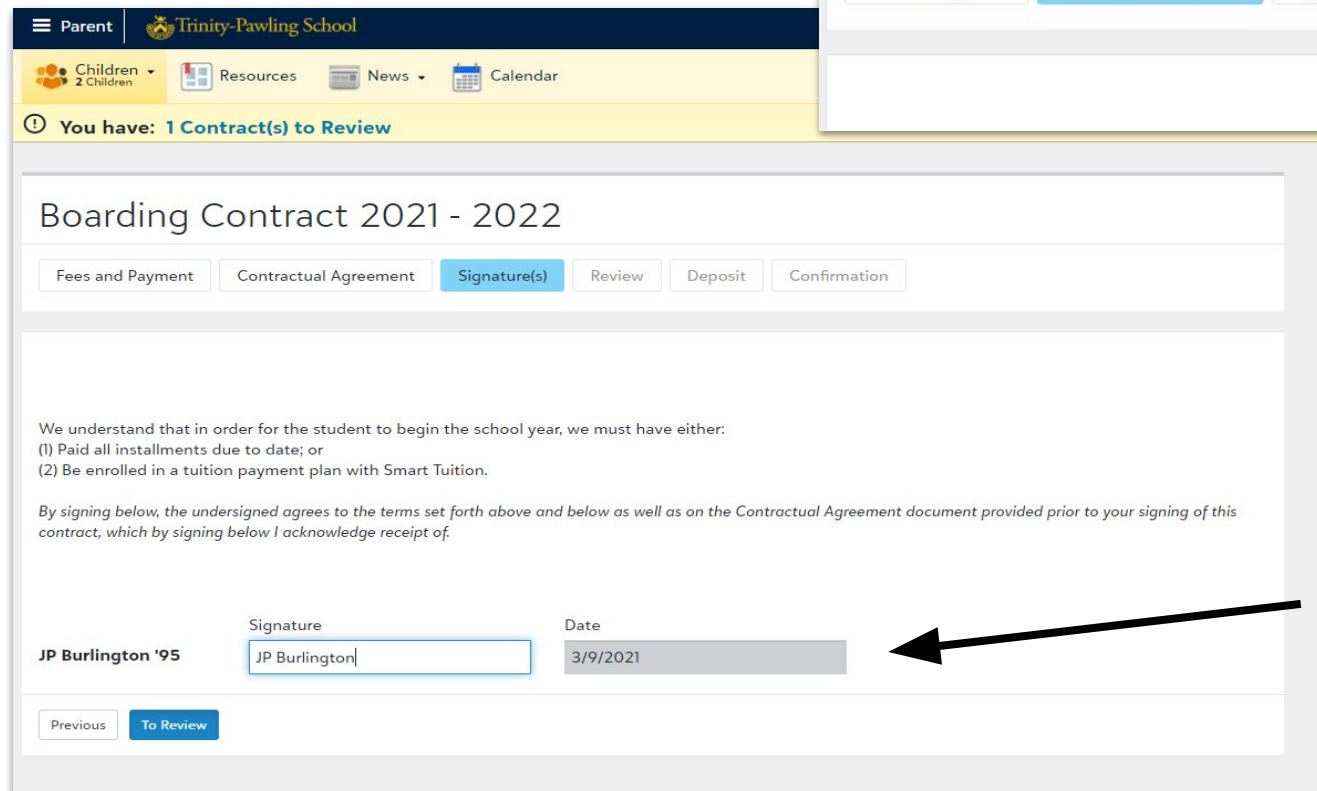
Parent | Trinity-Pawling School

Children 2 Children | Resources | News | Calendar

! You have: 1 Contract(s) to Review

Boarding Contract 2021 - 2022

Fees and Payment | **Contractual Agreement** | Signature(s) | Review | Deposit | Confirmation



Parent | Trinity-Pawling School

Children 2 Children | Resources | News | Calendar

! You have: 1 Contract(s) to Review

Boarding Contract 2021 - 2022

Fees and Payment | Contractual Agreement | **Signature(s)** | Review | Deposit | Confirmation

We understand that in order for the student to begin the school year, we must have either:
(1) Paid all installments due to date; or
(2) Be enrolled in a tuition payment plan with Smart Tuition.

By signing below, the undersigned agrees to the terms set forth above and below as well as on the Contractual Agreement document provided prior to your signing of this contract, which by signing below I acknowledge receipt of.

JP Burlington '95

Signature: JP Burlington | Date: 3/9/2021

Previous | **To Review**

Type in your signature to agree to the terms as set forth in the Contractual Agreement. Note, if two signatures are required, each individual will need to log into the Admissions Portal with their own username and password to sign the contract.

Step 7: Accept the Contract

Once the required signatures have been added, click 'Accept.'

Parent | Trinity-Pawling School

Children 2 Children | Resources | News | Calendar

the payment schedule listed on the front page of this contract.

Please be advised that in the event it is determined that this contract contains incorrect information including, but not limited to, the amount owed by the Parent/Guardian, the School reserves the right to rescind and reissue the contract with the correct information and/or amounts. The School will provide the Parent/Guardian with written notice of any changes. Upon receipt of said written notice, it is agreed that the new information and/or amounts will be deemed binding upon the Parent/Guardian. Notwithstanding and without waiver of same it is agreed that the instant contract will be deemed binding unless modified as per this provision.

This contract shall become binding after being signed by the parents or guardians and upon acceptance by the School and shall be interpreted in accordance with the laws of the State of New York. If any provision of this Agreement is invalid, illegal, or incapable of being enforced by any reason of any rule of law, administrative order, judicial decision or public policy, all other conditions and provisions shall remain in full force and effect.

We understand that in order for the student to begin the school year, we must have either:

- (1) Paid all installments due to date; or
- (2) Be enrolled in a tuition payment plan with Smart Tuition.

By signing below, the undersigned agrees to the terms set forth above and below as well as on the Contractual Agreement document provided prior to your signing of this contract, which by signing below I acknowledge receipt of.

	Signature	Date
JP Burlington '95	JP Burlington	3/9/2021

Accept

Step 8: Enrollment Deposit

Select a payment option for your deposit. If you are sending payment directly to the School, please notify Kasey Diotte (kdiotte@trinitypawling.org)

Click “Submit Contract”

Parent | Trinity-Pawling School | 263 Official Notes | 0 Messages | JP Burlington '95

Children 2 Children | Resources | News | Calendar

You have: 1 Contract(s) to Review

Boarding Contract 2021 - 2022

✓ Fees and Payment | ✓ Contractual Agreement | ✓ Signature(s) | Review | **Deposit** | Confirmation

Deposit	
Enrollment Deposit	\$13200.00
Enrollment Fees	
Tuition Management Administrative Fee	\$50.00
Total Due	\$13250.00

Payment Options *
In School Payment

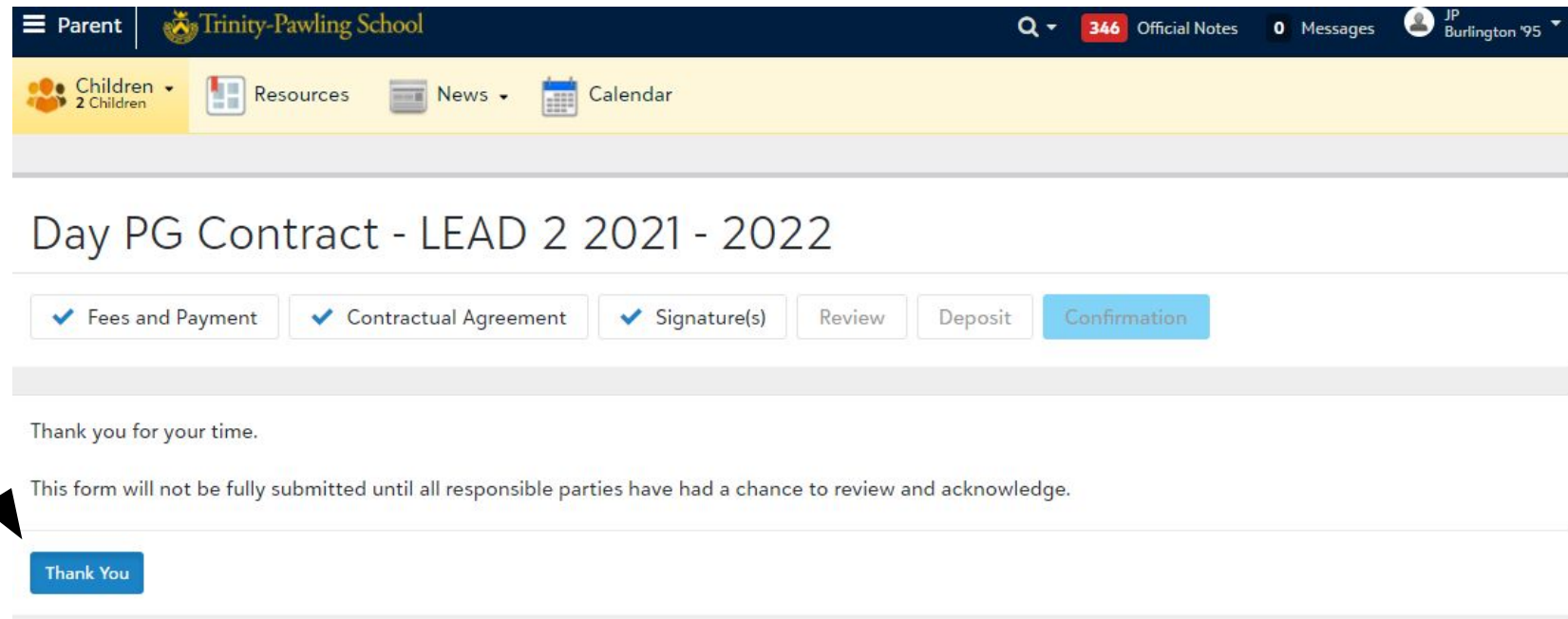
Please call Kasey Diotte in the Student Accounts Office @ 845-855-4815.

Submit Contract

Step 9: Confirmation

Click “Thank You” to complete the online enrollment process.

Note: Your son will not be officially enrolled until both the contract and deposit have been received by the School.



The screenshot shows the Trinity-Pawling School Parent Portal. The header includes the school logo, a search bar, and navigation links for Children (2 Children), Resources, News, and Calendar. The main content area is titled "Day PG Contract - LEAD 2 2021 - 2022". Below the title is a progress bar with five steps: Fees and Payment (checked), Contractual Agreement (checked), Signature(s) (checked), Review, and Deposit. The "Confirmation" step is highlighted in blue. Below the progress bar, there is a "Thank You" button. A black arrow points from the "Thank You" button in the text box to the "Thank You" button on the page.

Parent | Trinity-Pawling School

Children 2 Children | Resources | News | Calendar

Day PG Contract - LEAD 2 2021 - 2022

✓ Fees and Payment | ✓ Contractual Agreement | ✓ Signature(s) | Review | Deposit | **Confirmation**

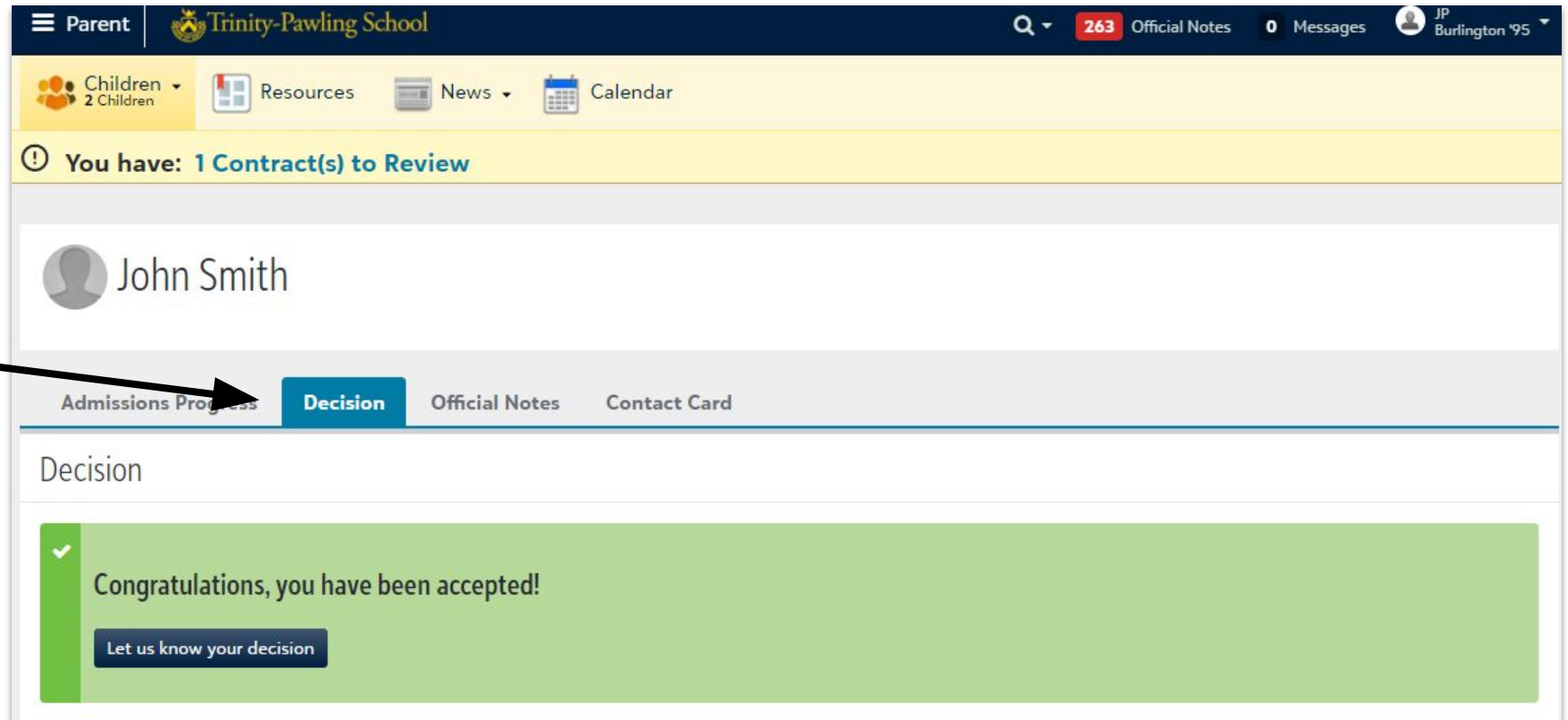
Thank you for your time.

This form will not be fully submitted until all responsible parties have had a chance to review and acknowledge.

Thank You

Step 10: Notify the School of Your Decision

Click on the
“Decision”
tab to view
your decision
letter.



The screenshot displays the Trinity-Pawling School Parent Portal interface. At the top, the header includes the school logo, a search bar, and notification counts for 'Official Notes' (263) and 'Messages' (0). Below the header, a navigation bar contains links for 'Children' (2 Children), 'Resources', 'News', and 'Calendar'. A yellow banner below the navigation bar states: 'You have: 1 Contract(s) to Review'. The user profile section shows a placeholder for a profile picture and the name 'John Smith'. Below this, a tabbed interface is visible with four tabs: 'Admissions Process', 'Decision' (which is highlighted in blue), 'Official Notes', and 'Contact Card'. The 'Decision' tab is active, displaying a green confirmation message: 'Congratulations, you have been accepted!' with a checkmark icon. Below the message is a dark blue button labeled 'Let us know your decision'.

Step 11: Welcome to the Pride!

Questions? Reach Out!

Contact Person	Email	Phone Number	For questions related to...
Kasey Diotte	kdiotte@trinitypawling.org	845-855-4815	Logging into Smart Tuition (Tuition Management) Payment plans Paying the deposit
Bob Ferraris	bferraris@trinitypawling.org	845-855-4823	Financial Aid
Amy Heinrich	aheinrich@trinitypawling.org	845-855-4825	Logging into the Admissions Portal