



## 2023-2024 Enrollment Instructions

1. **If you are a current DS family with a new child** enrolling at Derryfield, simply log into your existing MSA account to access the Enrollment Contract and financial details. Please note each parent/guardian will need to sign the Enrollment Contract for the new student. You may have to update one parent or guardian email in MSA in order to complete this process. PLEASE MAKE SURE YOU ARE USING YOUR EMAIL ADDRESS AS YOUR USERNAME

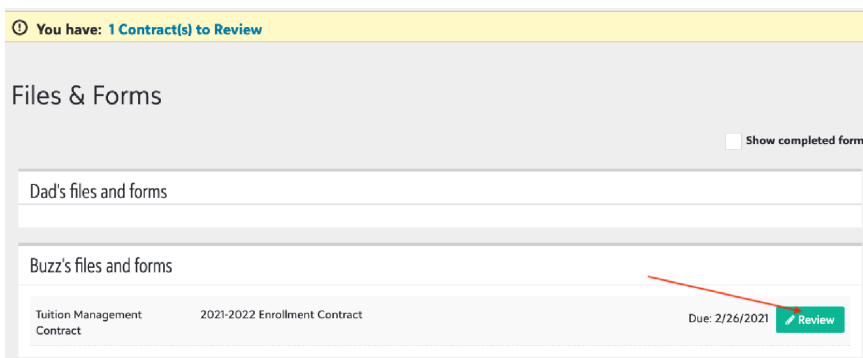
**If you are NEW to DS**, please watch for an email with the subject line “Connect to The Derryfield School.” This email will come from [derryfield@myschoolapp.com](mailto:derryfield@myschoolapp.com). Follow the [MSA Account Creation Instructions](#) (also attached in the email) to create your account. After creating your account, you will be able to continue to the steps below.

**For help signing in, please email [LoginHelp@derryfield.org](mailto:LoginHelp@derryfield.org).**

2. Once logged in, select the yellow highlighted text that reads: **You have: 1 Contract(s) to Review**. (*The number of Contracts will reflect the number of students you will have at Derryfield in 2023–2024. You must submit one Contract for each student.*)



3. Select the green **Review** button on the **Files & Forms** page to open your Enrollment Contract. (*The date listed next to the button is your contract due date.*)



4. When the **eSignature Agreement** screen pops up, click **Agree**.
5. You will be asked “**Do you have an existing Blackbaud Tuition account with The Derryfield School?**” (This step establishes your single sign-on access for future access to your account.)
  - Select “**No, I do not already have a Blackbaud Tuition Management account with The Derryfield School**”. Click **Continue to Contract** to proceed.

A Blackbaud Tuition Management account will automatically be created upon submission of your Continuous Enrollment Contract(s).

6. **Initial/sign** where indicated.
7. **Manage Billing Information:** Information listed in this area is strictly for billing purposes. You may click the pencil icon located on the right side to make any billing information changes. Please note: Changes here do not affect what information is listed in the school roster. This is for billing purposes only.
8. **Select a Payment Plan & Method:** Choose your preferred payment plan and payment method for the balance of your tuition and monthly student billing charges. In the Deposit tab, you will designate a payment method specifically to pay your Enrollment Deposit.
9. **Initial/sign** where indicated and navigate to the **Review** page and click **Accept**.
10. **Pay your Enrollment Deposit:** In the Deposit tab, you will see the amount due. Under Payment Options, choose how you wish to pay the deposit amount shown. The School encourages all families to pay by Option 1 or Option 2.
  - Option 1: Bank Account — There is no processing fee for payments made through a checking or savings account. Enter all required information and select the Pay & Submit button on the bottom of the page.
  - Option 2: Credit Card — A 2.98% credit card processing fee applies to all payments made with a credit card. Enter all required information and select the Pay & Submit button on the bottom of the page.
  - Option 3: In-School Payment — Mail your 10% tuition deposit check (made payable to The Derryfield School) to the address below, or you may hand-deliver it directly to the School. Please include the student’s name and 2023-2024 grade on the check. Your check must be received by the Business Office within 10 days of submitting your Contract. Upon receipt of your check, the Business Office will post your payment and process your 2023-2024 Enrollment Contract.

The Derryfield School  
ATTN: Business Office

2108 River Road  
Manchester, NH 03104

11. You must submit one Contract for each student. Once submitted, you will receive a confirmation email for each Contract.

Please note the following:

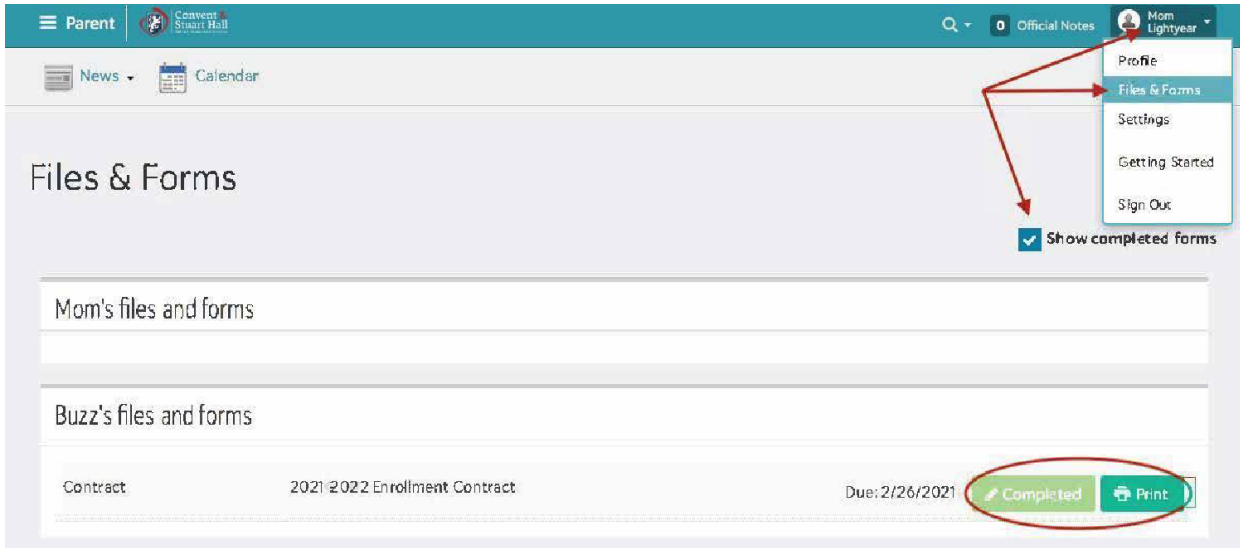
- For Two-parent Households: Both parents/guardians' signatures are required when submitting the online Contract to the School.
  - For Divorced/Separated Households: Both parents/guardians' signatures are required when submitting the online Contract to the School unless there is legal documentation stating otherwise. If you have a special circumstance or have questions about completing the contract, please contact the Admissions Office ([admission@derryfield.org](mailto:admission@derryfield.org)). If you have submitted documentation previously, you should only see one parent/guardian listed on the Contract.
  - Student enrollment is NOT complete until we receive (1) the Contract submitted online by both parents/guardians, and (2) the Enrollment Deposit by the deadline noted by your Contract.
  - Contracts without both parents'/guardians' signatures are not visible in the queue and therefore cannot be processed by the School. Each parent/guardian must log in with their unique username (your email) and sign/initial the Contract where indicated.
12. As Parent 2 logging in to sign the Contract after Parent 1 has already submitted his/her copy, you will only need to initial and sign where indicated and click the blue Agree, Next, To Review and Accept buttons.

Divorced/Separated Households:

1. Choosing the Payment Plan: Since the payment plan is designated by the first parent/guardian to submit the Contract, Parent 2 will need to sign/initial where applicable and submit the Contract. After submitting the Contract, Parent 2 should contact the Business Office to request a change in payment plan for their portion of the tuition balance.
2. Splitting the Enrollment Deposit: If you are splitting the tuition deposit, please choose the "In School Payment" as the method of payment and send in separate checks for your share of the deposit. Please note that your child's enrollment is not complete until the full deposit amount and both parents/guardians' signed Contracts have been submitted.

## Helpful Tips:

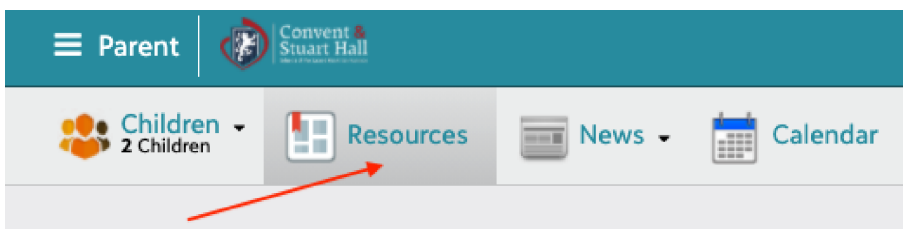
- Access your completed Contract(s) from the Parent Portal by selecting your name in the top right-hand corner, choosing **Files & Forms** and then clicking the **show completed forms** checkbox.



- If both parents/guardians have signed the Contract, you should see “Completed” and “Print” symbols next to the Contract.



- After you submit each Contract and Deposit, you will receive two emails from Blackbaud Tuition Management: a payment confirmation and a BBTM account confirmation.
- To review your tuition and student billing information at a later time, simply log into MSA, choose **Resources** at the top of the page and click the **Blackbaud Tuition Management** tile.



- Questions about online enrollment should be directed to Karen Drum, Senior Accountant, at [EnrollmentHelp@derryfield.org](mailto:EnrollmentHelp@derryfield.org) or 603-621-5919.
- For help signing in, please email [loginhelp@derryfield.org](mailto:loginhelp@derryfield.org).