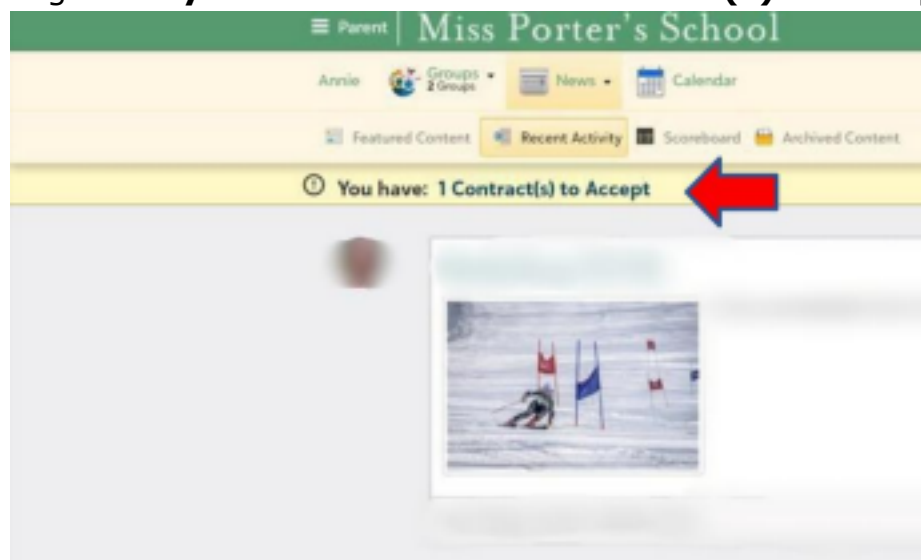
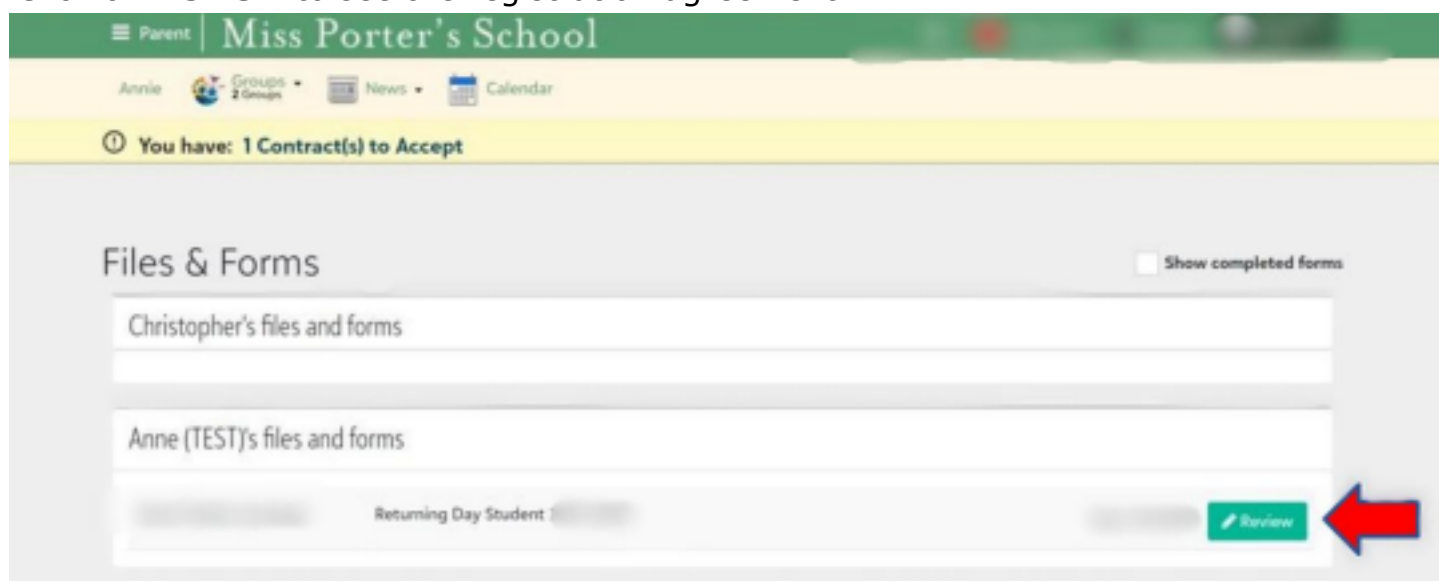


Accepting a Registration Agreement in My Porter's

Log into **My Porter's** and click on **Contract(s) to Accept**.



Click on **Review** to see the registration agreement.

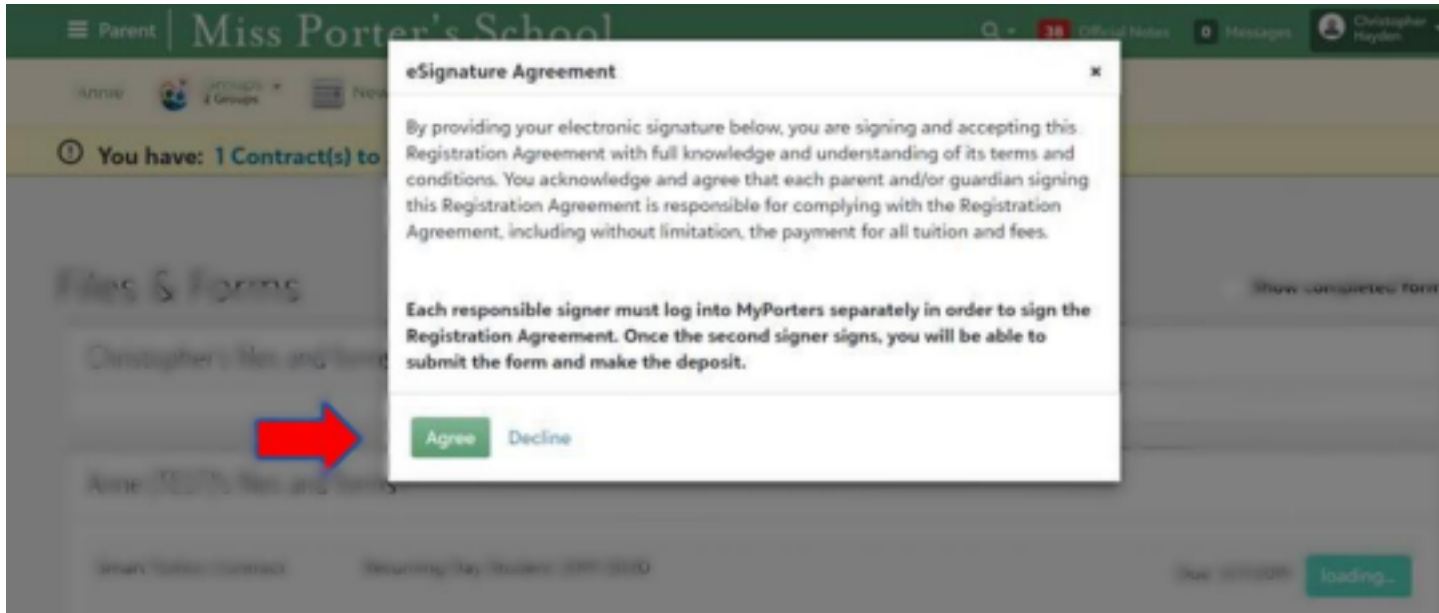


Read the e-signature agreement and click **Agree** to continue.

Please note: To view and review or submit your Registration Agreement, you must first agree to using an E-Signature. This is simply the first step to viewing the contract and in no way means that you are signing or submitting the contract. By providing your electronic signature on the **final page of the Registration Agreement**, you are signing and accepting the Registration Agreement with full knowledge and understanding of its terms and conditions. You acknowledge and agree that each parent and/or guardian who signs this Registration Agreement is responsible for complying with the Registration Agreement, including without limitation, the payment for all tuition and fees.

Each responsible signer must log into My Porter's separately in order to sign the Registration Agreement. Once the second signer signs,

they will be able to submit the form and make the deposit. The Registration Agreement is not complete until all responsible signers have signed and hit submit at on the final page of this document. **Both signers should click through to the confirmation page in order for the contract to be submitted.**



If this is your only child enrolled at Miss Porter's

choose: *No, I don't already have a Tuition Management account.*

If you have another child currently enrolled choose:

Yes, I already have a Tuition Management account.

If you do not have an account click on **"No"** and click to continue to

A screenshot of a web form titled "Copy of TEST: New Boarding Student". The form asks: "Miss Porter's School uses Tuition Management to handle deposits and tuition payment. Do you have an existing Tuition Management account with Miss Porter's School?" There are two radio button options: "Yes, I already have a Tuition Management account with Miss Porter's School" and "No, I do not already have a Tuition Management account with Miss Porter's School". The "No" option is selected. Below the options is a blue information box that says: "A Tuition Management account will be automatically created when you submit this Contract. Please click continue below to proceed." At the bottom of the form is a green button labeled "Continue to Contract".

contract.

If you already have an account: Enter your **username and password for your Tuition Management account.** If you have forgotten your log in

credentials, please click the link for resetting your username and/or password. Once your credentials have been entered click **Continue to contract**.

Miss Porter's School uses Tuition Management to handle deposits and tuition payment. Do you have an existing Tuition Management account with Miss Porter's School?

- Yes, I already have a Tuition Management account with Miss Porter's School
- No, I do not already have a Tuition Management account with Miss Porter's School

Enter your username and password for your Tuition Management account at Miss Porter's School. Please note that credentials for a Tuition Management account at a different school will not work.

Tuition Management

Username

Password

[Forgot Tuition Management username or password?](#)

[Continue to Contract](#)

Read and click **Next**.

New Boarding Student

[Welcome](#) [Student Information](#) [Registration Agreement](#) [Tuition and Fees](#) [Tuition](#) [Payment Options](#) [Review](#)

[Deposit Amount Due Now](#) [Confirmation](#)

Registration Agreement

By registering for boarding, you agree to the following terms and conditions. These terms and conditions are subject to change without notice. Please read these terms and conditions carefully. If you do not agree to these terms and conditions, you may not register for boarding.

1. **Registration Agreement:** This agreement outlines the terms and conditions for boarding registration. It covers the registration process, the deposit amount, and the payment schedule. It also includes information about the boarding program and the school's policies.

2. **Registration Process:** The registration process involves completing a registration form, providing necessary documentation, and paying the registration fee. The school will review the information and contact you if there are any questions or issues.

3. **Deposit Amount:** A deposit amount is required to secure a boarding spot. This deposit is non-refundable and will be applied towards the tuition and fees for the first year of boarding.

4. **Payment Schedule:** Tuition and fees are paid in installments throughout the year. The school will provide a detailed payment schedule and invoice for your reference.

5. **Boarding Program:** The boarding program includes a variety of activities, including academic, extracurricular, and social events. The school will provide a detailed program guide for your reference.

6. **School Policies:** The school has a variety of policies in place, including dress code, behavior expectations, and academic standards. These policies are outlined in the school's handbook.

7. **Registration Fee:** A registration fee is required to cover the cost of the registration process. This fee is non-refundable and will be applied towards the tuition and fees for the first year of boarding.

8. **Acceptance:** Acceptance into the boarding program is subject to the school's review of the registration information and the availability of space. The school will contact you if you have been accepted or if there are any issues with your registration.

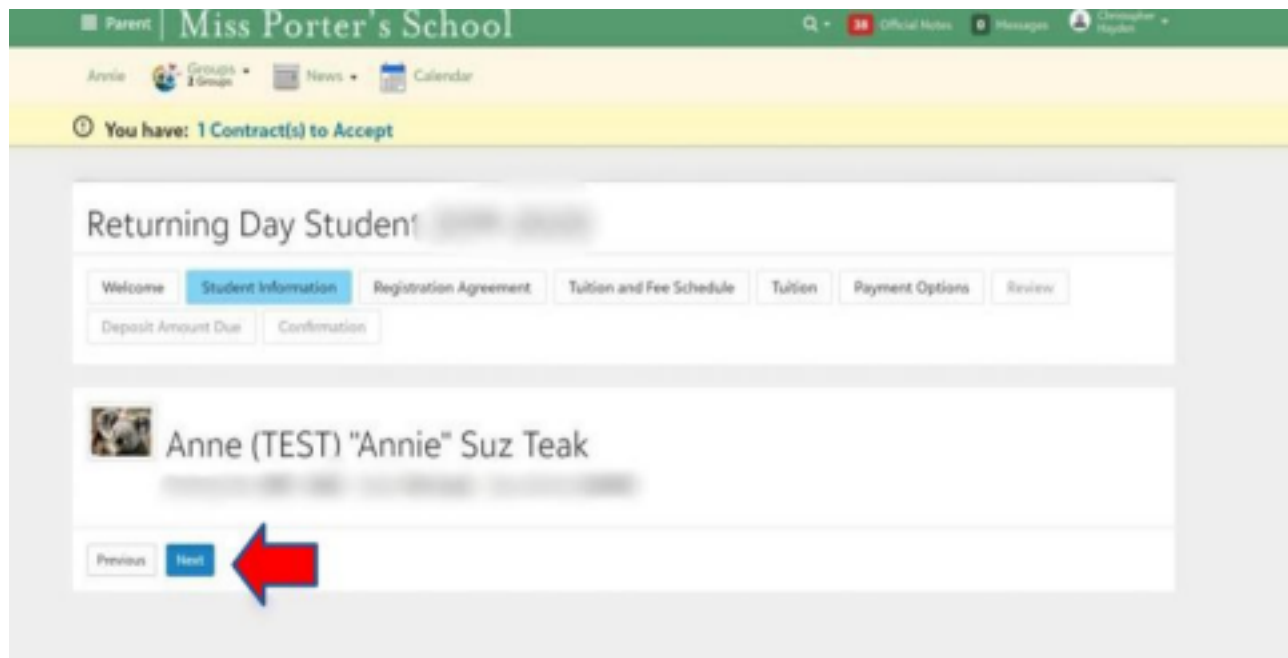
9. **Withdrawal:** If you wish to withdraw from the boarding program, you must provide written notice to the school. The school will refund the registration fee and the deposit amount, minus any administrative fees.

10. **Other Terms:** The school reserves the right to change the terms and conditions of the boarding program without notice. It also reserves the right to refuse admission to any student who does not meet the school's admission requirements.

[Next](#)



Verify your child's information. Click **Next**.



Please read the registration agreement. You will be required to enter your electronic signature at the bottom of the page, then click **Next**. **Please note that in most cases a signature is required from both parents.** To do this each parent must sign into My Porter's using their username and password. The registration agreement will not be processed until both signatures are entered. *Both signers should fully click through the contract until you get to the confirmation page.*



Read tuition and fee schedule. Click **Next** at the bottom of the

Tuition and Fees - Explanations

Form area for Tuition and Fees - Explanations with multiple sections of text and input fields.

Previous Next 

screen.

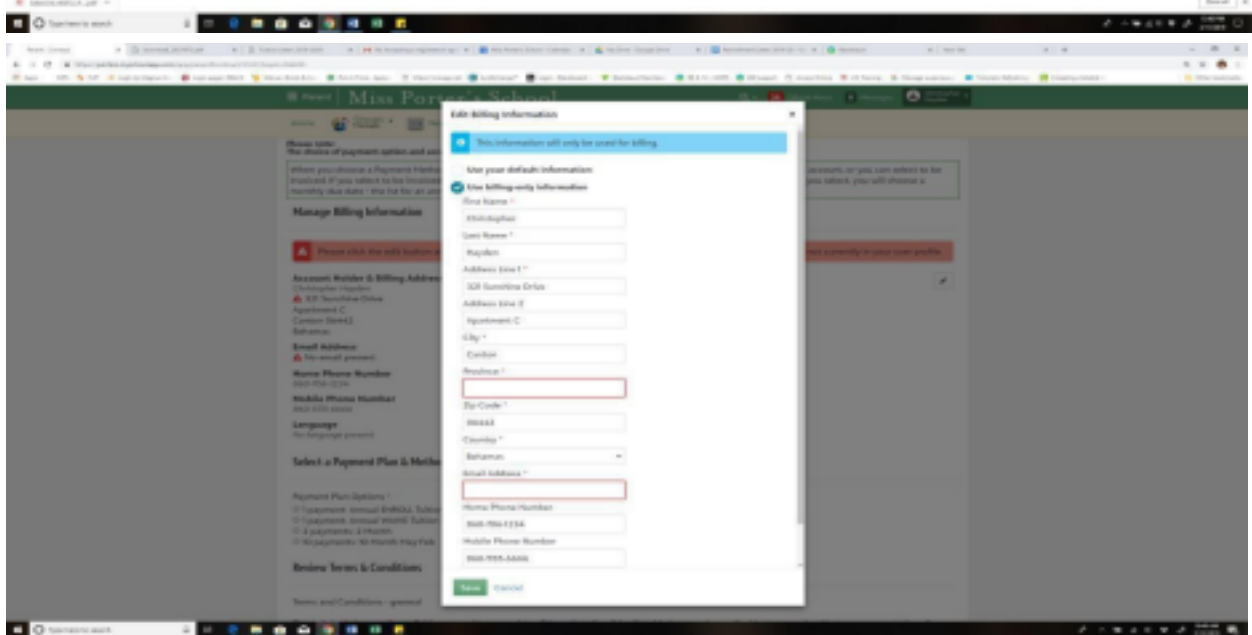
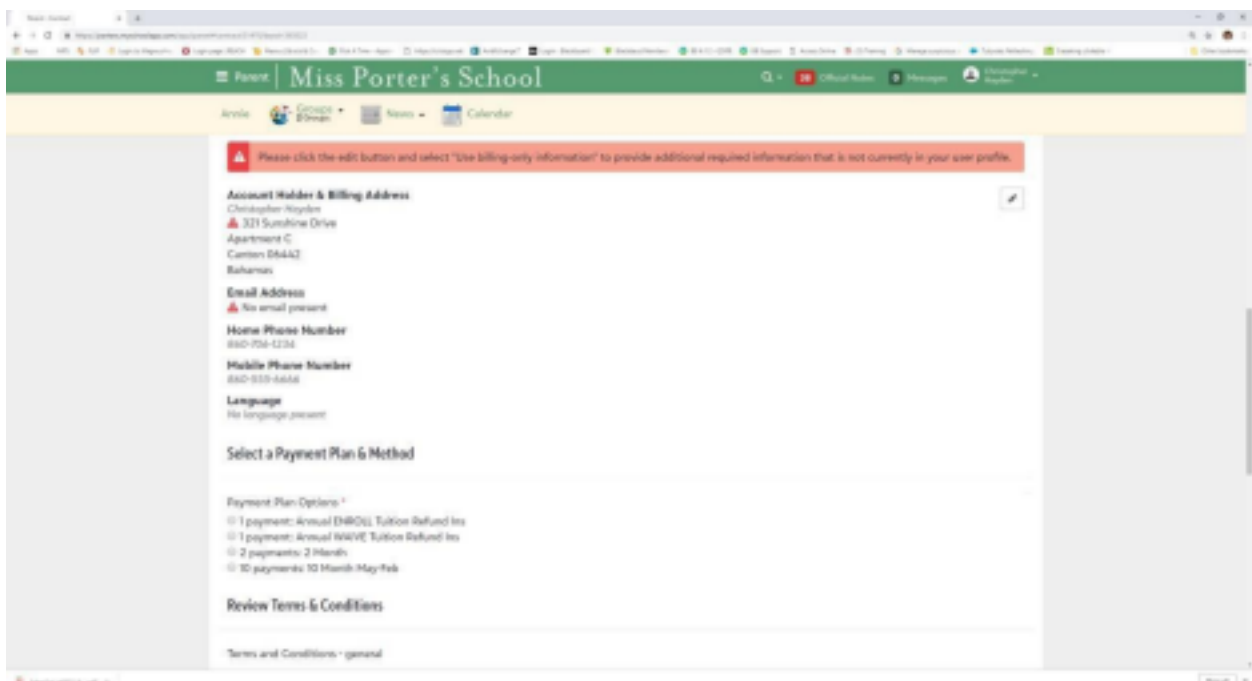
Review Tuition Total. Click **Next** when finished.

Tuition Total

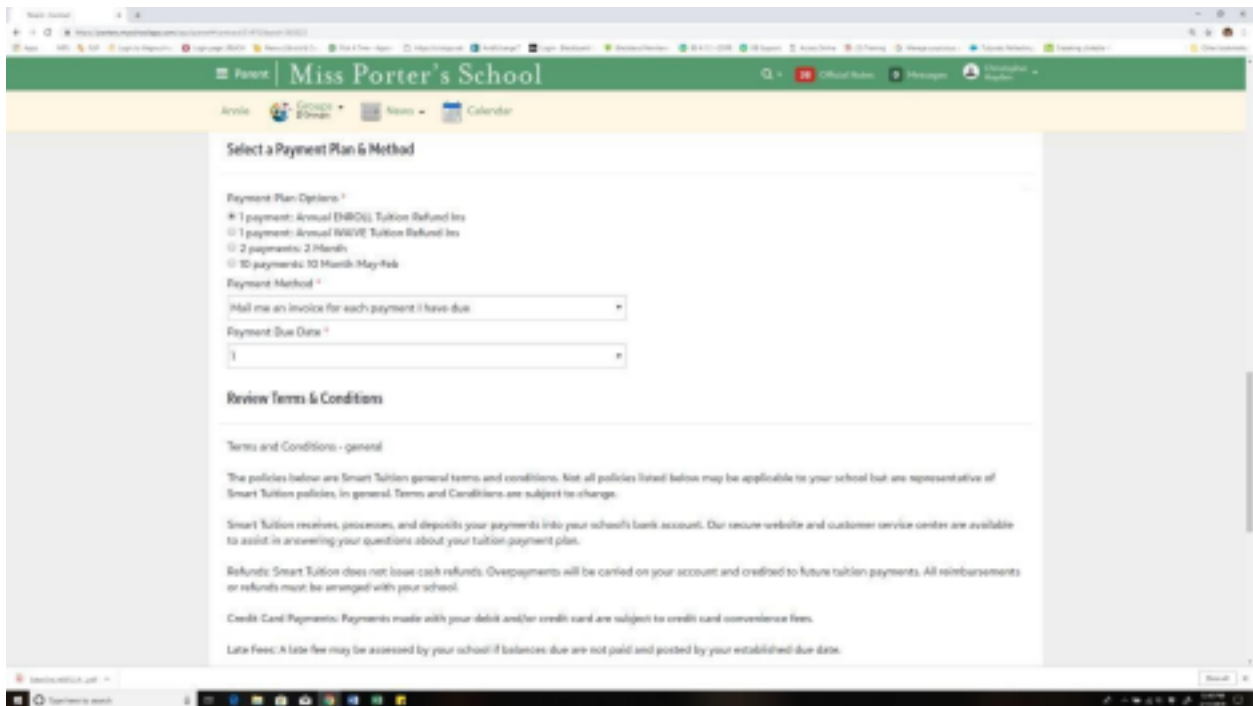
Detailed description of the tuition total breakdown.	
Item 1	Amount
Item 2	Amount
Item 3	Amount
Item 4	Amount
Item 5	Amount
Item 6	Amount
Item 7	Amount
Item 8	Amount
Item 9	Amount
Item 10	Amount
Item 11	Amount
Item 12	Amount
Item 13	Amount
Item 14	Amount
Item 15	Amount
Item 16	Amount
Item 17	Amount
Item 18	Amount
Item 19	Amount
Item 20	Amount
Item 21	Amount
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Item 95	Amount
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Item 97	Amount
Item 98	Amount
Item 99	Amount
Item 100	Amount

Previous Next 

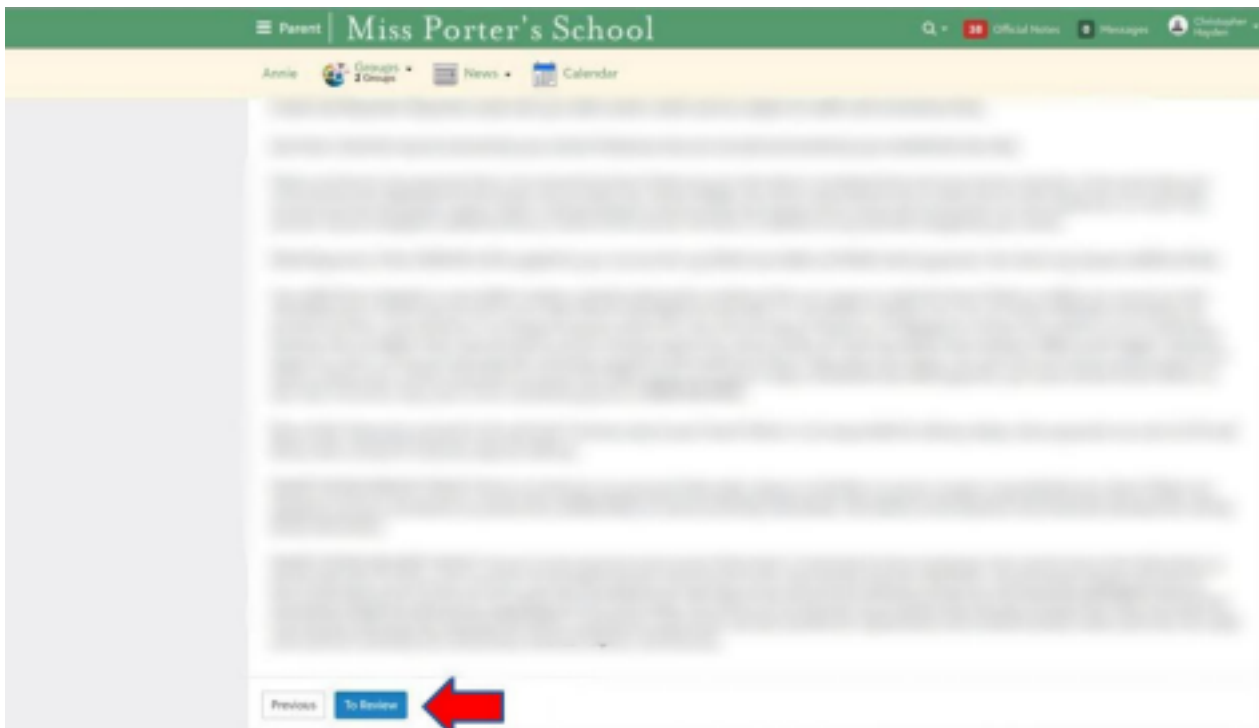
Please verify your information. **IF** you get the red banner asking you to update your information click on the pencil icon. Click on **Use Billing-Only Information** to make edits. Once edits are complete click **Save**.



Choose a **payment plan** and **select a payment method** and **due date**.



Once complete click **To Review** to look over the complete registration agreement.



Review the registration agreement. This document includes all the steps completed so far, it will be long, **please scroll to the end**. After review click **ACCEPT** at the bottom of the screen. All signers must review and

click accept in order for the contract to be submitted.

Please note:
The choice of payment option and account information you provide below will be linked to your Tuition Management account.

When you choose a Payment Method below, you can choose to have the payments automatically withdrawn from your bank account, or you can select to be invoiced. If you select to be invoiced, the invoice will be sent 20 days prior to each due date. For Option 4 a due date must be selected either the 10th or 20th of the month.

International Families: Credit card payments must be made with cards issued by US banks. If you are an international family without a U.S. bank account, you can wire a payment directly to Miss Porter's School by following [these directions](#).

Choose E-mail me an invoice under Payment Method below.

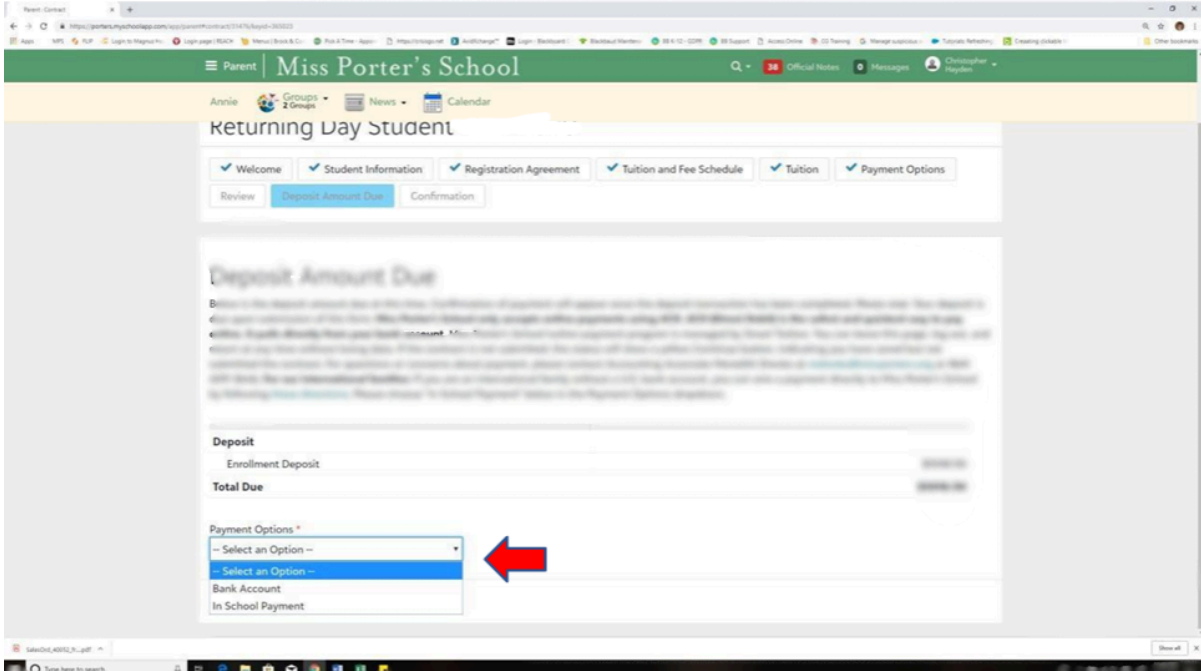
Select a Payment Plan & Method

Payment Plan Options
 [Payment name]
 [Payment name]
 [Payment name]

Review Terms & Conditions

[Terms and conditions]

Select **payment type** for the deposit (only one signer will have to complete this step.)



Final Step: Click on Submit Contract. This completes the entire process. Please note that the agreement is not accepted by the school until all parent(s)/guardian(s) listed on the contract have electronically signed and the deposit paid.

Deposit Amount Due Now

Below is the deposit amount due at this time. Confirmation of payment will appear once the deposit transaction has been completed. Please note: Your deposit is due upon submission of this form. Miss Porter's School tuition payment program is managed by Tuition Management. You can leave this page, log out, and return at any time without losing data. If the contract is not submitted, the status will show a yellow Continue button, indicating you have saved but not submitted the contract. For questions or concerns about payment, please contact the business office at studentbilling@missporters.org or 800-458-3847.

Pay by wire:

International families without a US bank account or US bank issued credit card, you can wire a payment directly to Miss Porter's School by following [these directions](#). Please choose "to School Payment" below in the Payment Options dropdown.

Domestic families can wire payment directly to Miss Porter's School by following [these directions](#). Please choose "to School Payment" below in the Payment Options dropdown.

Deposit	
Enrollment Deposit	\${Enrollment Amount}
Enrollment Fees	
[Enrollment Fee Name]	\${Enrollment Fee Amount}
Total Due	\${Total Deposit Amount}

Pay & Submit 