

# The Madeira School

## 2025-2026 Enrollment Procedures

### Please complete the following items to enroll a student at Madeira:

- ❑ New Families: Create your Madeira Parent Portal Account using the personalized link sent directly to your email. (Emails cannot be shared.) Each signer needs a unique Username to sign the enrollment agreement.
- ❑ Returning Families: Log into your Parent Portal Account: [www.madeira.org/portal](http://www.madeira.org/portal)
- ❑ Click the **yellow bar at the top of the page** to access your student's enrollment agreement. (Note that it is also found in the "Forms and Files" section in the dropdown menu under your name on the top right of the page.)
- ❑ To complete enrollment signers must
  - Initial or sign on each page of the Agreement
  - Set up your Tuition Management Account (done by the first signer)
  - Review and Accept the whole Agreement
  - Pay the enrollment deposit (and \$50 fee if you choose the 10 Payment Plan)

NOTE: All Student Billing Accounts will be with **Blackbaud Tuition Management**. See information below.

For questions on the enrollment process, please contact Bethanne Stish at [bstish@madeira.org](mailto:bstish@madeira.org).  
More information is available at [www.madeira.org/enroll](http://www.madeira.org/enroll).

### Parent Portal (Blackbaud)

Each parent/guardian is invited to set up a Blackbaud ID or link their existing Blackbaud ID to Madeira. This will allow you to complete enrollment and later to access schedules, grades and more. Your account ID must be linked to a unique email address as accounts cannot be shared for the purpose of enrollment. To begin, go to [www.madeira.org/portal](http://www.madeira.org/portal) and enter the email address Madeira has on record for you as your username. Click here to see [how to set up your Blackbaud ID](#).

We also suggest you mark [madeira@myschoolapp.com](mailto:madeira@myschoolapp.com) as a "safe sender" in your email account as all messages from Madeira will have this address when they are sent through the portal.

### Enrollment Agreement

**The first person to sign the agreement will make all required selections, set up your Tuition Management account and pay the full deposit.** After the first person signs, no changes to the selections can be made without contacting our office. The second signer will confirm via initials/signature, review, accept and, if applicable, set up their own Tuition Management account.

1. **Agree** to eSignature. (If you opt out, please contact our office for a paper copy.)
2. If you are a new Madeira family, select "**No, I do not already have a Tuition Management account with The Madeira School.**" (If you have enrolled a sibling for 2025-2026, click "Yes...")
3. **Joint or split accounts:** When there are two signers, the system defaults to creating one joint tuition account. If you would prefer to have tuition charges split between both parties, click Yes. This will create a Tuition Management account for each signer and set up a 50/50 share. (Percentages can be changed later.)
4. In the Tuition Management section, you will be setting up your billing account under **Manage Billing Information**. If you would like to change the contact name or information for the student billing account, click the pencil to the right of the Account Holder's name.
5. **Tuition Payment Plans.** Select a payment schedule (one, two, or ten payments).
  - If you choose the 10 Payment Plan, you will be required to:
    - Pay a \$50 administrative fee at the time of enrollment with the deposit payment.
    - Purchase Tuition Refund Insurance. See next item.
6. **Tuition Insurance.** Click Yes/No. We encourage all families to participate in the [Dewar's Tuition Refund Insurance Program](#), and anyone who elects to use the 10 Payment Plan will be required to purchase the insurance. This insurance can offer substantial assistance in meeting your financial obligation if your student withdraws. The fee is 1.2% of your tuition amount.
7. **Payment Method Information:** Add your bank account or credit card information for future tuition payments. (This can be changed later as needed.)
8. **Review and Accept:** Carefully review the entire document before clicking Accept. If you need to make changes after clicking Accept, you need to contact our office for a new agreement.

Note that the Parent Portal will only allow one signature per user account. Subsequent signers must log-in with their own username or link.

## **Enrollment Deposit**

The full deposit amount must be paid by the first person to sign the agreement. In addition, **if the 10 Payment Plan has been selected, you will be required to pay the \$50 administrative fee along with the deposit.** It is most convenient to pay from within the enrollment process using one of these options:

- **Credit Card:** All major cards accepted. A platform fee of 3.12% will apply to credit card payments.
- **Bank Account:** ACH (eCheck) payments. No platform fee applies.

If you cannot pay using one of the above methods, you may **select “In School Payments”** which allows you to send payments in one of the following ways. Please be sure to include your student’s name with any payment.

- **Paper Check:** Send or deliver to Business Office, The Madeira School, 8328 Georgetown Pike, McLean, VA 22102
- **Wire Transfer:** Contact [studentbilling@madeira.org](mailto:studentbilling@madeira.org) for Madeira’s bank information to do a direct transfer of funds.
- **Flywire:** International payments can be submitted directly on the [Flywire portal](#).
- **Direct Payment Portal:** If someone is paying who does not have access to the Parent Portal, they may submit a credit card or eCheck payment directly to our payment processing company: [www.madeira.org/payment](http://www.madeira.org/payment). Please be sure they enter your student’s name and select "Enrollment Deposit" as the payment type.

Note that enrollment cannot be processed without the complete deposit payment. Thank you for completing payment before the enrollment due date.

## **Student Billing in Blackbaud Tuition Management**

Madeira uses Blackbaud Tuition Management for the billing of tuition and incidental fees and to provide secure and convenient payment options. All families are required to establish an account as part of the enrollment process.

Through Tuition Management, your tuition payments will automatically be debited from the specified account according to your payment schedule. Credit card payments will incur a fee of 3.12%. All 10 Payment Plan users will be charged a \$50 administrative fee which **is due with the deposit during enrollment.**

To access Tuition Management after enrollment is fully complete, go to the Resources section in your Parent Portal account and click the post for Blackbaud Tuition Management. The first time you do this, you will be prompted to enter your credentials. Use the same log-in you use for the Parent Portal. Contact Tuition Management directly at 888-868-8828.

For questions, contact Student Billing directly at 703-556-8358 or [studentbilling@madeira.org](mailto:studentbilling@madeira.org)

## **Additional Enrollment Steps**

After completing enrollment, you will be able to review and submit additional required forms for the 2025-2026 year in the Parent Portal by clicking “Checklist” in the yellow bar.

## **U.S. Visas for New International Students**

Madeira will provide an I-20 form for our enrolled international students who need an F-1 student visa to enter the United States. Instructions will follow after enrollment. Contact Katie Fotofili with questions at 703-556-8325 or [kfotofili@madeira.org](mailto:kfotofili@madeira.org).

## **Resources**

Please call the **Admissions Office** if you have any general questions: **703-556-8273**.

### **Enrollment Questions**

Emily Reynolds – Director of Enrollment – 703-556-8368 or [ereynolds@madeira.org](mailto:ereynolds@madeira.org)

### **Enrollment Process and Technical Issues**

Bethanne Stish – Senior Data Manager – 703-556-8259 or [bstish@madeira.org](mailto:bstish@madeira.org)

### **Payment Plan Options, Tuition Refund Insurance, or Wire Transfer Information:**

Cateleyn Cappel – Student Billing, Business Office – 703-556-8358 or [studentbilling@madeira.org](mailto:studentbilling@madeira.org)

### **Financial Aid Applications, Grants, or Loans:**

Katie Fotofili – Director of Financial Aid – 703-556-8325 or [kfotofili@madeira.org](mailto:kfotofili@madeira.org)

**I-20 (Visa) Requests** – Katie Fotofili – Admission Office – 703-556-8325 or [kfotofili@madeira.org](mailto:kfotofili@madeira.org)

## **Online Information:** [www.madeira.org/enroll](http://www.madeira.org/enroll)

- [Important Dates](#) for the 2025-2026 Academic Year
- [Schedule of Fees:](#) a listing of additional fees to expect
- Information on [Tuition Refund Insurance](#)