SUFFIELD ACADEMY
Suffield, Connecticut / 860.386.4400

REGISTRATION FORMS CHECKLIST (due July 15, 2013)

Please return forms to Suffield Academy via mail, fax, or email.

Mail: Suffield Academy, Attn: Kim Goodwin, 185 North Main Street, Suffield, CT 06078
Fax: 860-386-4411
Email: **forms@suffieldacademy.org**
Questions? Call Kim at 860-386-4400

Required forms for ALL students:

- Health Forms
- Student Debit Card Forms
- Photo & Press Release Form

Additional forms to return (if applicable):

- Consent to Use Electronic Signatures Program
- Private Music Lesson Program Registration
- Laundry/Dry Cleaning Forms
- UPS Shipping Form
- College Counseling Form (seniors only)

General information forms:

- 2013-2014 Academic Calendar
- Dress Code Guidelines
- General Information for **Boarding Students**
- Letter to **New International Parents**

SUFFIELD ACADEMY
Suffield, Connecticut / 860.386.4400

2013-2014 ACADEMIC CALENDAR

SEPTEMBER			
	Tuesday	3	Varsity Candidates Registration (by invitation) – 10:00 A.M.-12:00
	Friday	6	New International Students Registration – 9:30-11:00 A.M.
	Friday	6	Remaining Seniors Registration – 9:30-11:00 A.M.
	Saturday	7	Remaining Grades 9, 10, 11 Students Registration – 1:00-3:30 P.M.
	Monday	9	Convocation; classes begin
OCTOBER			
	Friday-Saturday	4-5	Fall Parents' Weekend
	Saturday	5	Extended Weekend begins – 5:00 P.M.
	Tuesday	8	Extended Weekend ends – 7:30 P.M.
	Wednesday	9	Classes resume
NOVEMBER			
	Monday-Friday	18-22	Fall Term Examinations
	Friday	22	Thanksgiving Recess begins – 12 NOON
DECEMBER			
	Monday	2	Thanksgiving Recess ends – 7:30 P.M.
	Tuesday	3	Classes resume
	Wednesday	18	Winter Vacation begins – 12:05 P.M.
JANUARY			
	Sunday	5	Winter Vacation ends – 7:30 P.M.
	Monday	6	Classes resume
	Thursday	30	Extended Weekend begins – 12:05 P.M.
FEBRUARY			
	Monday	3	Extended Weekend ends – 7:30 P.M.
	Tuesday	4	Classes resume
MARCH			
	Wednesday	5	Spring Vacation begins – 12:05 P.M.
	Tuesday	25	Spring Vacation ends – 7:30 P.M.
	Wednesday	26	Classes Resume
APRIL			
	Friday-Saturday	25-26	Spring Parents' Weekend (Parents' Association Auction on Friday)
	Saturday	26	Extended Weekend begins – 5:00 P.M.
	Monday	28	Extended Weekend ends – 7:30 P.M.
	Tuesday	29	Classes Resume
MAY			
	Thursday	22	Reception for Seniors and Parents followed by Dinner – 5:15 P.M.
	Thursday	22	Baccalaureate – 8:00 P.M.
	Friday	23	181st Commencement – 10:30 A.M.
	Sunday-Thursday	25-29	Spring Term Examinations for Grades 9-11
	Thursday	29	Close of School for Grades 9-11 – 12 NOON

STUDENT DEBIT ACCOUNT INFORMATION [PAGE 1 OF 3]

All student charges and purchases other than tuition are made through the Suffield Academy Debit Card System. The Suffield Academy Debit Card is similar to a standard bank ATM card. While cash and checks are universally accepted for purchases and school charges, credit cards (Visa and MasterCard) are accepted in the Suffield Academy Bookstore.

The Suffield Academy Debit Card is the preferred medium of exchange for student purchases at the school. Similar to an ATM card, purchases and withdrawals can only be made as long as there is a sufficient balance in the account to cover the transaction. Each student is required to have a Suffield Academy Debit Card for school expenses and to present it at the time of a transaction. The card also serves as the student's official photo ID card. There is a charge of $25 to replace a lost Debit Card. Your child's Debit Card will be valid throughout his or her years at Suffield Academy. The card is required for all student purchases and withdrawals.

Experience has shown that, with this system, students view the money in their account as their own and, for the most part, they demonstrate greater fiscal responsibility throughout the year than with open-ended charge privileges. This system will provide our students a valuable and realistic experience in handling money and will provide parents and guardians greater control over their child's miscellaneous spending.

The reverse side of this page provides an explanation of each expense category for which the Debit Card may be used. Spending limits can be placed on selected expense areas. We recommend weekly or monthly restrictions in the Cash Bank and Snack Bar categories. Other categories involve purchases that are essential in nature or are small in size; therefore, restrictions are generally not used. On a monthly basis throughout the year, you will receive an itemized summary of the Debit Card activity. Be sure to complete the address portion of the Debit Card form so that the monthly statements are sent to the correct party. If your child is having trouble managing expenditures, please let us know and we can work with you to implement other controls and restrictions.

An initial deposit, received before July 15, 2013, is required to activate your child's Debit Card account by the beginning of the school year. Additional deposits may be made at any time throughout the year by sending payments to the Business Office.

Please fill out and return the Debit Card form with your initial deposit by July 15, 2013. Your cooperation in meeting this deadline will greatly facilitate our ability to service your child's needs in the opening days of school.

The financially responsible parent or guardian may ask questions about or make changes to the account by phone, mail, fax or email (email preferred) to:

PAULA DELLA BERNARDA
SUFFIELD ACADEMY BUSINESS OFFICE
185 North Main Street
Suffield, CT 06078

PHONE
860-386-4455

FAX
860-386-4411

EMAIL
pdellabernarda@suffieldacademy.org

STUDENT DEBIT ACCOUNT INFORMATION [PAGE 2 OF 3]

EXPENSE CATEGORIES

1. CASH BANK: periodic cash withdrawals for student spending money. There is a limit of $50 per day per student. May be used to dispense a weekly allowance. Even if you do not want to use the regular allowance feature, it is convenient to allow a small monthly cash limit in order to cover emergency cash needs. Cash Bank allowance that is not drawn carries over and accumulates from week to week.

2. BOOKSTORE: covers textbooks (not ordered online), school supplies, school clothing and logo memorabilia, phone cards, some personal toiletries and some athletic items.

3. SNACK BAR: operated in the Student Union for the convenience of the students; the snack bar sells such items as soft drinks, juices, bagels, sandwiches and ice cream.

4. ATHLETICS: required and optional athletic equipment sold through the athletic department; also covers uniforms and equipment which are lost, destroyed or not returned at the end of a season.

5. STUDENT ACTIVITIES: includes the cost of transportation and entrance fees for trips and activities organized by the School.

6. ACADEMIC: includes charges for testing (SAT, PSAT, AP) fees, tutoring, art materials, and other academic needs.

7. HEALTH CENTER: includes charges for health services, such as immunizations, diagnostic testing, prescription medications, and transportation for medical visits to off-campus providers.

8. MAINTENANCE: covers charges for replacing lost dorm keys and repairs for damage.

9. EXTRAORDINARY CASH: covers cash required for special expenses or in sums larger than the cash bank limit. Authorization for the use of this category requires an advance telephone call or written (mail, fax or email) permission sent by you to the Bookstore (or Business Office) before funds will be released. Permission to release funds will be accepted only from the student's legal guardians.

ESTIMATES AND RECOMMENDATIONS FOR SPENDING NEEDS AND LIMITS

- Annual costs for required school supplies range from $200 to $400. Books for the fall term will be ordered online from one bookseller (www.mbsdirect.net).

- Graphing calculators for upper level math courses cost in the $150 range.

- School sweatshirts cost about $40, other shirts range from $12 to $30, hats cost about $15, outer wear can cost up to $70, computer software and hardware purchases are done by a special order arrangement.

- Given the above three parameters of the Bookstore business, we suggest that you make an initial large deposit for school year startup.

If there are insufficient funds in your child's Debit Account to cover a requested or required transaction, the system will not allow the transaction to occur until additional funds are deposited into the account.

STUDENT DEBIT ACCOUNT INFORMATION [PAGE 3 OF 3]

NAME OF STUDENT

First Name | Last Name | Middle Name | Year of Graduation

SPENDING RESTRICTIONS: PLEASE CHECK THE APPROPRIATE BOXES

Cash Bank	☐ Unrestricted Use (maximum $50 per day)
	☐ Weekly Allowance Amount _____
	(Note: Cash Bank allowance that is not drawn carries over and accumulates from week to week.)
	☐ No Cash Withdrawal Allowed
Extraordinary Cash	Restricted to parent/guardian confirmation for each request.
Bookstore	☐ Unrestricted Use
	☐ Monthly Limit _____
	☐ Only Cash/Check/Credit Card Purchases Allowed
Snack Bar	☐ Unrestricted Use
	☐ Weekly Limit _____
	☐ Only Cash/Check Purchases Allowed
Athletics	Unrestricted
Student Activities	Unrestricted
Academic	Unrestricted
Health Center	Unrestricted
Maintenance	Unrestricted

Amount Enclosed _____ (checks payable to Suffield Academy)

Please provide address of person(s) responsible for Student Debit Card Account. Monthly Debit Card Account statements will be sent to this address:

First Name | Last Name

Street | City | State | Zip Code

Country | Home Phone | Email

I/we understand that the maintenance of a balance in this account is my/our responsibility and that Suffield Academy will not, without my/our request, advance funds to cover a transaction unless there is a sufficient balance in the account. Please print this form and send it along with payment to **Suffield Academy, Attn. Paula Della Bernarda, 185 North Main Street, Suffield, CT 06078.**

Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form) | Date

☐ **By checking this box and entering the student ID number above, you are signing this document electronically.**

PHOTO & PRESS RELEASE FORM

I. PERMISSION FOR USE OF NAME AND PHOTOGRAPHS

The Marketing and Communications Office at Suffield Academy is responsible for the overall marketing of the school, which includes press about Suffield students. Toward that end, names and photographs of Suffield students are used on the school's website, in the Academy's alumni magazine, other school publications as needed, in regional and national magazines and newspapers, and in other forms of media, such as social media websites. In addition, the school creates certain administrative publications that include student names and addresses and parents' names and email addresses.

As parent or legal guardian of _____ I give permission to Suffield Academy to use the names,
Student Name
information and photographs of the aforementioned student for school advertising, marketing initiatives, administrative publications, and other similar purposes that are intended to promote Suffield Academy.

II. PRESS RELEASE INFORMATION

Please list the complete name and address of all of your local newspapers so we may share the good news about your child's honor roll achievements, athletic awards, and Commencement.

NAME OF STUDENT

_____ _____
First Name Last Name Middle Name Year of Graduation

Newspaper Name _____

City _____ State/Country _____

Newspaper Name _____

City _____ State/Country _____

Newspaper Name _____

City _____ State/Country _____

_____ _____
Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form) Date

☐ **Check here if you do not want your child's name released to local papers.**

☐ **By checking this box you indicate that you accept and acknowledge permissions to use name, information, and photographs of your child in Suffield publications, advertisements, websites, and newspapers.**

PRIVATE MUSIC LESSON PROGRAM

The Music Department of Suffield Academy offers private lessons at all levels for voice as well as instruments. Lessons are offered once each week and students are expected to practice regularly. A year-round commitment is important for substantial growth.

In order to secure contracts with professional teachers, it is necessary for the Academy to commit financially to them in advance of the start of lessons. The cost of a full year of lessons is $925 (24 lessons), payable in advance to Suffield Academy.

Students interested in scheduling private lessons should read the list of Student/Teacher Commitments below and fill in and sign the statement at the bottom, returning it with a check by September 10.

STUDENT/TEACHER COMMITMENTS

1. In the case of an unexcused absence from a lesson, the teacher will be paid and the lesson will not be rescheduled. **In the case of two unexcused absences, the student's parents and advisor will be notified and the possibility of discontinuing lessons discussed. If the number of these absences continues to four, parents and advisor will be notified again with the assumption that the student is not interested in lessons.** The teacher will be paid for the lessons missed, and any balance of payment returned.

2. In the case of an excused absence (i.e., sudden illness or emergency), the lesson will be rescheduled by the teacher if documentation is presented (a note provided by the school nurse or doctor). If the student is not able to come to school on the day of a lesson (due to illness), in addition to notifying the school, the teacher and the Music Department office must be notified directly and immediately.

   It is the responsibility of the student to reschedule the lesson with the teacher. If proper notification does not take place, the lesson will not be rescheduled.

3. If a student cannot make a lesson for some other personal or school-related reason, and notifies the teacher at least 24 hours in advance, every effort will be made to reschedule the lesson. If the teacher cannot be reached directly, the Music Department must be notified at least 24 hours in advance.

PLEASE ARRANGE FOR PRIVATE MUSIC LESSONS AT SUFFIELD ACADEMY FOR:

Student Name _____ Instrument _____

Please send payment for $925.00 (payable in U.S. dollars to Suffield Academy) along with a copy of this form to **Suffield Academy, Attn: Tom Gotwals 185 North Main Street, Suffield, CT 06078.**

I understand and agree with the policies regarding private lessons.

Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form) _____ Date _____

☐ **By checking this box and entering the student ID number above, you are signing this document electronically.**

CONSENT TO USE ELECTRONIC SIGNATURES PROGRAM

TO THE PARENT(S) OR LEGAL GUARDIANS OF STUDENTS AT SUFFIELD ACADEMY, CLASSES OF 2014, 2015, 2016 AND 2017:

As of June 1, 2012, Suffield Academy ("Suffield") began implementing an Electronic Signature Program. Under this system, parents and legal guardians of Suffield students sign certain forms by completeing them electronically during the course of their child's time at Suffield Academy. These forms will be electronically retained by Suffield.

Participation in the Electronic Signature Program is optional.

To participate in the Electronic Signature Program, please read the following information carefully. If you have any questions regarding the Electronic Signature Program, please contact Patrick Booth, Chief Financial Officer at pbooth@suffieldacademy.org.

ELECTRONIC SIGNATURE PROGRAM: PARENT INFORMATION

Participation is optional. Suffield's Electronic Signature Program is designed to be an optional convenience for parents. You are not required to participate. A decision not to participate does not affect your rights regarding disclosure of school records or your access to those records. You can simply print out the attached forms and send them back to Suffield Academy, 185 North Main Street, Suffield, Connecticut 06078. However, we strongly urge you to consider the benefits of an electronic signature, including better data accuracy, and a more green approach to paper management.

You may withdraw your consent at any time. If you choose to participate in the Electronic Signature Program now, but change your mind later, you may withdraw your consent. Doing so will not result in the assessment of any fees. Please bear in mind that withdrawing your consent will not invalidate any documents you have previously signed electronically.

To withdraw your consent, you may print out and sign a "Withdrawal of Consent to Use of Electronic Signature" form, which is located in the Parent Portal of the Suffield Academy website on the Forms & Documents page (login required). Return the form to the Suffield Academy Business Office via mail or fax.

You may obtain a paper copy of any document you sign electronically. If at any time you wish to receive a paper copy of any document that you have signed electronically, please call or email **Kim Goodwin 860-386-4400** or **kgoodwin@suffieldacademy.org** with your request.

Your consent applies only to certain documents. Your consent to participate in the Electronic Signature Program applies only to online forms (e.g. emergency medical treatment, field trip approval, re-enrollment contracts, plus others as they become necessary.)

You must inform Suffield Academy of any changes in your email address. To effectively participate in the Electronic Signature Program, you must agree to inform Suffield Academy promptly of any changes in your email address.

Consent to Electronic Signatures and Documents: By completing and emailing this consent form to **Kim Goodwin, kgoodwin@suffieldacademy.org** you are providing electronic consent to the use of electronic documents and signatures during your child's Suffield Academy enrollment.

Specifically, you are acknowledging receipt of this form and consenting to the use of electronic documents, email delivery of documents, and electronic signatures in any transactions involving you, your child, and their academic experience at Suffield Academy, including boarding and all extracurricular activities.

☐ **BY CHECKING THIS BOX YOU AGREE THAT THE ADDITION OF YOUR CHILD'S STUDENT ID IN THE TOP RIGHT HAND CORNER OF ALL FORMS ACTS AS AN ELECTRONIC SIGNATURE ON ALL SUFFIELD ACADEMY FORMS.**

NAME OF STUDENT

First Name Middle Name Last Name

NAME OF PARENT/S COMPLETING THIS FORM

First Name Middle Name Last Name

Parent or Guardian Name (please print and sign here) Date

DRESS CODE GUIDELINES

As published in the 2012-2013 Student & Parent Handbook*

Suffield Academy's dress code provides an essential element of a foundation for success. Students who enroll at Suffield should do so with the expectation that they will be asked to abide by the letter and the spirit of Suffield's dress code. The letter of the dress code is embodied in the guidelines below.

The intent of the dress code is to encourage appropriateness of dress for both boys and girls. Students should keep themselves clean and neat, and clothing should be in good repair. One key element of appropriateness is modesty in dress that is neither in bad taste nor distracting or revealing.

Note: Boys' and girls' formal dress applies to clothing worn during the class day (Monday through Saturday) and within the academic buildings/quadrangle (south of Stiles Lane and west of Main Street).

BOYS' FORMAL DRESS

- A sport jacket with buttons (no zippers) and a formal lapel (not collar) must be worn at all times, except during the month of September.
- A tucked-in dress shirt and tie, a non-zippered turtleneck shirt/sweater, or mock turtleneck in good repair.
- Dress slacks, corduroys or chinos with hidden tailored pockets and no frayed bottoms; a belt is required for boys.
- Dress shoes and socks.

GIRLS' FORMAL DRESS

- A dress, which must extend to the knee. Dresses without sleeves must be accompanied by a sweater; footwear must be either dress shoes or styled sandals.
- A dress skirt, which must extend to the knee, with a buttoned, woman's blouse or woman's dress shirt; or turtleneck shirt/sweater; footwear must be either dress shoes or styled sandals.
- Dress slacks, corduroys, or chinos with hidden tailored pockets and no frayed bottoms accompanied by a woman's blouse or woman's dress shirt or turtleneck shirt/sweater.

Note: A dress shirt does not include rugby shirts, tank tops, short or long-sleeved polo shirts, flannel shirts, or any shirt with writing.
Shoes that attach only between the toes are not permitted.

SATURDAY MORNING DRESS CODE

Students may choose between formal dress code and Suffield Spirit dress code from 8:00-11:15 A.M. on Saturday mornings, except when otherwise stipulated. Suffield Spirit Dress includes the following—visible Suffield regalia (athletic jersey or Suffield Academy clothing from the school's bookstore) above the waist in conjunction with formal dress for boys and girls. The intent of this dress code option is to encourage school spirit.

*Dress code is subject to change. Please refer to the 2013-14 Student & Parent Handbook when it becomes available in July 2013.

GENERAL INFORMATION FOR BOARDING STUDENTS

DORMITORY ROOM

Each student is provided with a desk, desk chair, wastebasket, bed and mattress, dresser, closet area, and window shades. Clothes hangers, desk lamps, towels, pillows, and bedding are the responsibility of each student, as are curtains, if desired.

PHONES

Suffield will provide boarding students with a live telephone jack and access to intra-campus calls, local calls, 911 service, all incoming calls and voicemail. Any long distance calls must be placed using a prepaid calling card (available in the Bookstore and elsewhere). **Each student must provide his or her own telephone handset.**

Cell phones are permitted but are not to be used or in the on position during school commitments. These include academic classes, athletics, art or music specials, meals, and daytime and evening study halls.

RECOMMENDED BELONGINGS

The following is a list of articles—other than personal clothing—students may want to bring to school. (Complete details on personal clothing appear in the Student & Parent Handbook but a copy of the current dress code guidelines is enclosed in this packet for new students.) If you plan to subscribe to the linen service, please disregard items that are preceded by an asterisk. All items you bring should be clearly marked with your name.

Boots	Blankets (1 or 2) (not electric)
Raincoat, hat	Pillow
Overcoat or parka	Bedspread
Flashlight	Washcloths
Desk lamp (no halogen lamps)	*Bath towels
Power strips (no extension cords)	*Sheets (long twin size)
Toiletry articles	*Pillow cases
Laundry bag/basket	Music system
Mirror	Small bookshelf

Please note: In order to comply with the State of Connecticut's fire code, the following equipment is **not allowed**—halogen lights, hot plates, hot pots, portable heaters, electric blankets, and any other appliance with an open coil. Microwave ovens and refrigerators are also **not allowed.** (Each dormitory is equipped with a television and microwave oven in a common area.) Monitors for gaming systems may not exceed 32 inches. In addition, personal mattresses must conform to specific fire regulations. Please contact us for further details, if necessary.

TRUNKS

Trunks and other baggage can be shipped to:

Student Name
Suffield Academy, 185 North Main Street
Suffield, Connecticut 06078

These should be sent prepaid during the last two weeks of August. To avoid being mislaid, they should be addressed to the student. We will store possessions in Brewster Hall until students arrive but cannot assume responsibility for their safety. Alternatively, we have contracted with the UPS Store for in-room delivery of personal possessions. Please contact them at 860-871-7499 for specific details.

BANKING SERVICES

Suffield Academy provides petty cash banking services as part of its Student Debit Card System. (See Student Debit Card Form for details.)
A full range of banking services, including ATM, is available at First National Bank of Suffield, Webster Bank, or New England Bank—all located within walking distance of campus.

SUFFIELD ACADEMY
Suffield, Connecticut / 860.386.4400

E&R LAUNDRY SERVICE

Dear Suffield Academy Parents:
In the 2013-14 academic year, Suffield Academy and E&R—The Campus Laundry will once again partner to provide laundry services to all interested students. Anyone who has been in academia for a number of years comes to understand certain realities about student life; in particular that cleaning rooms and laundering clothes and bed sheets have become low priorities for many students, given their increasingly busy schedules.

To help address this issue, E&R offers two especially efficient and practical programs—**Look Sharp** ($910) and **Just the Basics** ($755).

E&R has provided professional laundry services to over 100 preparatory schools, colleges and universities throughout the Northeast for over 50 years, and has designed its plans to allow students to make the most of their free time. Suffield Academy strongly recommends that you select one of these plans, which are currently available at discounted rates.

To help you make the best selection for your student, the chart below compares the benefits of each of E&R's service options:

Features	**Look Sharp**	**Just the Basics**
Wash/dry/fold laundry; neatly folded and right-side-out.	✔	✔
Includes personal bed and bath linens (sheets, pillowcases, towels, face cloths, etc.) in addition to your clothing.	✔	✔
Launderable, button-down dress shirts and blouses are pressed and returned on hangers.	✔	✔
Gentle care washing, drying and pressing. *	✔	*
Skirts, dress pants and dress shorts, including khakis, returned pressed and on hangers. *	✔	*
Polo/Sport shirts returned pressed and on hangers. *	✔	*
Sweaters returned pressed and on hangers. *	✔	*
Professional dry cleaning and pressing. *	✔	*
Comforter and Blanket Cleaning Plan FREE: A $70 Value *	✔	*

***Service available for an additional fee; see the attached brochure for more details.**

The **Look Sharp** and **Just the Basics** plans from E&R not only maximize your student's available free time and promote a clean and healthy dorm room, they also help to reduce the school's carbon footprint. Although the campus washers and dryers are relatively efficient, they cannot compare with the equipment at E&R's central laundering facility in terms of gas, electricity, and water usage.

Over the years, E&R—The Campus Laundry has demonstrated a proven track record of providing reliable, professional and top quality service. We hope that you will consider subscribing to one of their service plans.

To register online, visit www.thecampuslaundry.com and use password CS70.

You may also phone, fax, or mail your registration information back to them. Please see the enclosed registration form and promotional materials for details on how to order. Registration for any E&R service should be completed no later than August 15th, 2013 to receive E&R's discounted rates. If you have any questions, please contact E&R's School Customer Service Office at 1-800-243-7789.

[FORM DUE: 07.15.13]

JULIE'S LAUNDRY SERVICE

919 Enfield Street (Rt. 5) Enfield, CT 06082 phone (860) 745-4522 cell (860) 394-8051
Please return this form to the address above or by email: info@juliescleanersct.com
Website: juliescleanersct.com

Suffield Academy Students Individual Laundry Account Sign-up Form 2013-2014 School Year (9/3/2013-5/29/2014)

Student Name: _____ Billing Person: _____

Dorm: _____ Address: _____

Grade: _____ _____

Phone: _____ Phone: _____Email:_____

Email: _____ ☐ Check enclosed. $_____

Please make checks payable to Julie's Laundromat & Cleaners

☐ Discover, Mastercard & Visa

#_____Expires: _____

There are 5 plans to choose from:
Each plan includes 2 Laundry Bags and 2 Garment Bags, except Plan #5.
The bags are yours to keep. There is no extra charge if you take them home in May.

☐ Plan #1 $695.00
- Wash-Dry-Fold and Hang. (Clothing, blankets, sheets and towels.)

☐ Plan #2 $835.00
- Wash-Dry-Fold and Hang. (Clothing, blankets, sheets and towels.)
- Wash and Press dress shirts, blouses, slacks, skirts, and dresses.

☐ Plan #3 $395.00 Minimum Charge
- Wash-Dry-Fold by the pound. $1.25/lb, minimum 12 lb.
- Pressing, dry cleaning, leather cleaning and sewing services are charged itemized.
- A statement will be sent home after the school year ends if the amount used is over $395.00.

☐ Plan #4 $895.00
- Wash-Dry-Fold and Hang. (Clothing, blankets, sheets and towels.)
- Wash and Press dress shirts, blouses, slacks, skirts, and dresses.
- Dry Clean Suits, jackets, ties, sweaters, slacks, skirts & dresses.

☐ Plan #5 $300.00 **(Must sign up early & must sign up in conjunction with any of the above plans)**
- Linen Rental - Package includes: New 2 Blankets, 2 Sheet Sets (pillow case, fitted & flat sheets), 4 Towel Sets (face, hand & bath).
- Wash, Dry & Fold with your laundry. This set of linens is purchased for your use only for the academic year.
- For your convenience, we pre-wash the new linens, deliver to your dorm room after registration.

☐ Renewal $50.00 (Your Linen Package stored for the summer, cleaned and delivered to your dorm upon your arrival in Sept.)

√ Sign up by August 15, 2013 and your welcome package will be ready for you at registration.
√ **First pick up service is on Sept. 6th, 2013 around 11:30am at the Student Union Locker Room.**
√ **Regular DELIVERY DAYS are BOTH Drop off & Pick up on MONDAYS & THURSDAYS.**
Please drop off laundry in the Student Union Locker Room and Pick up the clean laundry in your dorm on both Mondays & Thursdays.
√ We process each student's laundry individually and with care. Sorry, we do not hand wash. We are not responsible for any lost articles, unstable dyes or garments that do not hold up in the cleaning process.
√ We are honest and have returned valuable items such as cash, credit cards, cell phones, keys & wallets to their owners.
√ Refund policy for early termination of laundry Plan 1, 2, and 4 are to convert into Plan 3. You will be charged $395.00 or what you used plus a $50.00 service fee, which ever is more. No refunds for plan #5. No refunds after Jan.1, 2014.

Thank you for choosing Julie's; we have served Suffield Academy students since 1991 with quality service and care. We are proud to celebrate 28 years in business. We take care of your clothes so you can do other important things.

The UPS Store

BACK TO SCHOOL SHIPPING IN-ROOM DELIVERY (Order Estimate)

NAME OF STUDENT

First Name | Last Name | Middle Name | School

Street | City | State | Zip Code

Country | Home Phone | Email

ITEMS TO SHIP

	Box Weight (lbs.)	Box Dimensions (L x W x H)	Declared Value Insurance
1.			
2.			
3.			
4.			
5.			

IMPORTANT REMINDER: PLEASE PACK YOUR BOXES TO MEET PACKAGING GUIDELINES FOR UPS DECLARED VALUE COVERAGE!

- A minimum of 2" of cushioning around all sides of the box.
- Box should be able to withstand a drop from 3 feet high
- No shifting or movement of items within the box.
- Fragile items should be bubble-wrapped and double boxed.

Please plan ahead. We must receive your boxes by 8/27/2013 in order to provide In-Room delivery service.

Please complete information above and fax or email to The UPS Store. We will respond with the your pricing quote based upon weights and dimensions provided.

Phone: 860-871-7499 **Fax: 860-871-8186** **Email: store2195@theupsstore.com**

Price _____ Signature _____

Card # _____ Exp _____

Card Type _____

Billing Zip _____ Security Code _____

The UPS Store

SHIPPING BACK TO SCHOOL?

WE CAN HAVE YOUR BOXES DELIVERED
TO YOUR ROOM WHEN YOU ARRIVE!

CONTACT US FOR DETAILS
STORE2195@THEUPSSTORE.COM
860-871-7499

PLEASE PLAN AHEAD
WE MUST RECEIVE YOUR BOXES BY
AUGUST 27, 2013
IN ORDER TO PROVIDE THIS SERVICE