

## Canterbury Debit / Spending Account Questions and Answers

New Students will receive a Canterbury Debit Card after Registration and their photo has been taken. This card has various functions and is to be used each year they are at Canterbury.

Canterbury Debit Card Restriction Form: <https://www.cbury.org/about/business-office-forms>

Please complete and return this form and the initial deposit to the Debit Card Office on or before **August 15**.

### **When will a student use the Debit Card?**

The Canterbury Debit Card is used as your ID, for allowance withdrawals, and for boarding students dormitory door locks. Students are to present this card for each purchase in the snack bars and the school store. Both discretionary and non-discretionary charges are posted to this account. Non-discretionary charges include but are not limited to transportation, student activities, athletic equipment, and academic expenses.

### **What if a student loses their card?**

Students can stop by the Debit Card Desk, located in the Mail Room Office to request a new card. Their first card is no charge, replacement fee for each Lost/Stolen/Damaged Card: \$15

### **Do I need to fund my child's account for the entire year upfront?**

No. You may start with an initial deposit amount and replenish funds throughout the year.

Suggested Initial Deposit Amounts:

**Day Students: \$250 - \$500**

**Boarding Students: Domestic \$500 - \$750**

**Boarding Students: International \$1,000 - \$1,500**

Suggested ongoing monthly deposit: **\$100 - \$500** - depending on spending habits and restrictions.

### **How do I know the balance in the account?**

Each month parents will receive two statements: a) a **Student Billing** Statement via email, and b) an itemized summary of **Debit Card Account Statement** via email. Students and parents may request from the Debit Card Coordinator printouts of account activity anytime during business hours. Certain academic-related fees will continue to be billed on the Student Billing Statement. Parents will continue to be billed on the Student Billing Statement for items including but not limited to medical fees, PSAT/SAT/AP test fees, science and art lab fees, and transportation to doctors.

### **How do I replenish this account?**

- Cash
- Personal Check – made payable to Canterbury School (please include student name and DC in memo)  
Mail to: Canterbury School, Attention Sharon Michalek or Debit Card Coordinator 101 Aspetuck Avenue, New Milford, CT 06776
- Credit or Debit Card – VISA, AMEX, MC OR DISCOVER. A 2.9% fee is added to the total if the card is not present at the time of transaction.  
Please supply the following information via email, or phone call, if not making the payment in person:  
Amount, Card number, Expiration Date, Security #, Street #, Zip Code, and Name on the card
- Wire Transfer – please contact Sharon Michalek for instructions at 860-210-3801 or [smichalek@cbury.org](mailto:smichalek@cbury.org)

Guided by the budgeting worksheet and direct communication with their child, parents can determine the frequency and amounts required for deposit to their student's Debit Card Account.

**What are the different Spending Categories Restrictions?**

Parents wishing to limit their child's spending may restrict categories by the week, or month. If you want your child to have no spending capabilities in any category, check Block Spending on the Debit Card Restriction Form.

- **Allowance** – cash withdrawals, includes cash for on-campus Laundry

*The school maximum for allowance withdrawals, whether restricted or unrestricted, is \$50/day.*

If a spending limit is set up per week, unused funds will carry over into the next period, only for Cash Allowance.

If you do not wish to have the funds accrue (carry over to the next period) please select **Do Not Accrue** on the Debit Card Restriction Form.

For example, if a student has a spending limit of \$50 per month, if he/she spends only \$35 in October, he/she will have \$65 per month for November. (\$50 plus the previously unused \$15)

- **School Store** – to purchase supplies, sundries and Saints apparel
  - **Snack Bar** – to purchase food in the two Snack Bars on campus
- Spending limits in the School Store and Snack Bars do not accrue (carry over to the next period.)

**Can changes be made to restrictions during the school year?**

Yes. Changes can be made at any time to either eliminate or adjust restrictions in one or all categories.

Please contact Sharon Michalek in the Business Office (860) 210-3801 or email her with the information to [smichalek@cbury.org](mailto:smichalek@cbury.org).

**What if my child needs extra money for something special?**

If a parent wishes to allow their child to withdraw extra cash above the limit for travel monies and extraordinary cash, the parent must authorize in writing **48 hours in advance** to Sharon Michalek at [smichalek@cbury.org](mailto:smichalek@cbury.org).

**How will students receive their allowance?**

Students can make cash withdrawals from their allowance accounts using their Canterbury Debit Card from the Debit Card Desk Monday – Friday 9:15 AM – 12:15 PM.

**What happens to funds left in my child's account at the end of the year?**

Remaining funds will be carried over to the student's account for the next school year. Amounts remaining for non-returning students will be applied to tuition bills with any credit balance refunded.

## **Laundry:**

Boarding students wishing to do their own laundry on campus can come to the Debit Card desk and sign up for a laundry card. Students will need cash to add additional loads of wash to their card. They use the same card each year they attend Canterbury. Washers and dryers are located in the dorms.

One load of wash = \$3.00                      \$1.50 regular wash / \$1.50 regular dry

For boarding students not wanting to do all or part of their laundry, Canterbury School works with **E & R-The Campus Laundry** to provide a full line of pick-up and delivery laundry and dry cleaning services to accommodate our student's needs. E & R offers various options. You can make arrangements directly with E & R at: <https://www.eandrcleaners.com> or [www.TheCampusLaundry.com](http://www.TheCampusLaundry.com).

Students may also walk downtown to the green in New Milford to use one of the two local laundry and dry cleaning establishments.

### **What if a student loses their card?**

Their first card is no charge; replacement fee is \$9 for each Lost/Stolen/Damaged Card: \$6 plus \$3 for the pre-loaded load of wash.