



Welcome to Thames at Mitchell College

We are delighted that you will be joining the Thames community at Mitchell College and look forward to welcoming you. As a new student, we want to take this opportunity to offer information regarding student accounts and insurance; including where to find information and who is here to help you with questions.

Billing and Payment Timeline

Beginning in early June we will send out a student statement to the address provided by our Admissions Office. This is the only paper statement because we bill electronically through the student's Mitchell email address.

Online Payment

We prefer that payments are made online, which can be processed with ACH (electronic account transfer), debit card or credit card. MasterCard, VISA, Discover and American Express are accepted. The best way to perform this is to follow the link provided with the emailed statements; which will take you directly to the payment site. If you do not have that statement, you can access the website at Mitchell.diamondmindinc.com.

Third Party Financial Arrangements

In some circumstances, students and their families have agreements in place whereby an organization or school system has agreed to some of the student's costs to attend Thames. If this applies to you, please provide the information on the Student Authorization/Parental (Designated Individual) Agreement and sign where indicated.

Financial Responsibility Statements for Student ([download here](#))

This document is both informative and ensures that the student has the information applicable to their account. The student should read this document, sign and return to our office. A scanned copy is acceptable and can be sent to Mitchell College, Bursar's Office (in the enclosed envelope) or emailed to Bursar@Mitchell.edu.

Student Authorization/Parental (Designated Individual) Agreement ([download here](#))

Financial Responsibility agreement with Parents ([download here](#))

- The first agreement permits a student to designate another individual to communicate with us about their account and it also designates a third party assuming a portion of the financial responsibility. The student will sign where indicated and those who are accepting this responsibility will also sign and provide the contact information indicated.
- The designated individual must also sign the Financial Responsibility Statement provided. This ensures that those who are assuming this account's responsibilities are aware of the policies and other matters related to that process. This too can be sent to the Bursar's Office by regular mail or emailed to Bursar@Mitchell.edu.

Payment Plan

- The Mitchell College payment plan is offered to students and their families as a method to pay for their educational expenses with **interest-free** installments. All Thames students can apply for the payment plan and the cost is a **one-time non-refundable annual enrollment fee of \$100**. This permits you or your family an opportunity to budget the education expenses beginning July 1 for the academic year.
- **How Does the Plan Work?** Plans can begin on either of the following dates: July 1 prior to the Fall semester or December 1 prior to the spring term. There are no credit pre-qualifications; however, the Bursar's Office reserves the right to refuse any application.

- **Please Note:** Application fee of \$100.00 must be paid when Payment Plan is set-up.
 - ✓ If your first month's payment is due at the time of application, please enclose it with the form.
 - ✓ Breakage Deposit (\$200.) is not eligible for the plan.
- **To Begin the Process** the student or family contacts the Bursar at (860) 701-5061. The Bursar will assist with calculations to determine the net amount of the plan. The Bursar will complete and finalize the worksheet with you and email a **final completed** form for your review and signature with instructions.

Insurance Requirements and Options

- **Health Insurance (see additional information enclosed)**
 - This is required for all full-time students, either under your own private plan or under the Student Health Insurance Plan sponsored by the College.
 - If you choose to maintain medical coverage in another plan other than the College-sponsored plan, we require that you provide a waiver by visiting the website www.gallagherstudent.com/Mitchell.
 - There is an automatic enrollment in the College sponsored plan unless the waiver is received by July 1, 2017; the fee for the Academic Year 2017-2018 is \$1,948.
- **Personal Property Insurance**
 - The student's personal property can be insured through our partner, www.gallagherstudent.com/Mitchell.
 - This is purchased separately and will not be included in the student's account.
- **Tuition Insurance**
 - Our students at Thames can apply for insurance coverage of their costs.
 - We will provide this information on our website as soon as it is available.
- **Website Links:**
 - Payment Portal: (<https://Mitchell.diamondmindinc.com/>)
 - Thames Website: www.thamesacademy.org
- **Bursar's Office Contact Information**
 - Leah Brennan, Bursar's Office
Brennan_L@Mitchell.edu
860-701-5061
Mitchell Hall

On behalf of Thames and Mitchell College, we are excited to be part of your next journey and wish you the best for this academic year.

Sincerely,

Dyann J. Baker
Senior Vice President of Finance and Administration