



Making Payments and Uploading Forms

Options for Deposit Payment

New for 2021 pay by credit card and eCheck online!

eCheck: select eCheck on billing portion of application and enter your routing and account number for payment

Credit Card: select credit card on billing portion of application and enter your credit card information for payment

Physical Check: mail a check for the deposit amount to our Wellesley office (888 Worcester Street, Suite 350, Wellesley, MA 02482)

If you have funds rolled over from summer 2020 tuition, it will be reflected on your MyCampPembroke account and subtracted from the total family balance. If this amount exceeds amount due for deposit you will not need to make a deposit during the application process. Your deposit is refundable until December 1.

How to return completed camp forms

After printing camp forms from your [MyCampPembroke](#) account (or our website), complete the information and sign the forms. Please note that we require handwritten signature on all forms. Please see the options below to scan and upload completed forms:

With a scanner: Scan document and save as a PDF document on your computer

With an iPhone: Open Notes app on your phone, create a new note, click on camera icon and select Scan Documents, capture each page (selecting keep scan when page appears legible), select save when each page has been captured, click on share icon to send to your email and access PDF on your computer to save.

With a smartphone: Download a free scanning app, open the app and follow instructions for creating a PDF by taking a picture (when you export the photo to email select the PDF format), email yourself the PDF and save on your computer.

To upload forms to your MyCampPembroke account:

- Log into your [MyCampPembroke](#) account on your computer
- Locate and click on the upload button of the desired form on your "Forms Dashboard"
- Choose the saved PDF file to upload to your account (please make sure to include your insurance cards when uploading your Permission to Treat form)

Payment Plan Options

While completing the camper application you will have the opportunity to select a payment plan option to pay your tuition. When you select the 2 pay or 5 pay option you will be charged by the method of your choice on the dates each plan indicates. Your family total balance will be divided into equal payment amounts. Deposits are due when completing the camper application and will be subtracted from your total family balance. *If you have funds rolled over from summer 2020 tuition, it will be reflected on your [MyCampPembroke](#) account and subtracted from the total family balance.*

Payment Plan Options:

- Pay in full (at time of registration using debit/credit card or eCheck online)
- 1 Pay (in full by eCheck or physical check by February 1 and receive cash discount)
- 2 Pay (February 1 & April 1)
- 5 Pay (December 1, January 1, February 1, March 1, April 1)
- Pay in full by April 1 (allows you to make payments at your own pace either using debit/credit card or eCheck on your dashboard or by mailing a check to our Wellesley office)

Make a Tuition Payment

If you would like to make more frequent payments to reduce the payment per installment, you may login to your [MyCampPembroke](#) account at any time (under the Financial Management section) to make a tuition payment by credit card or eCheck. You may also mail a physical check to our Wellesley office.

Credit Card: select credit card on dashboard and select a credit card on file or enter your credit card information for payment

eCheck: select eCheck on dashboard and select eCheck account on file or enter a new routing and account number for payment

Physical Check: mail a check for the deposit amount to our Wellesley office (888 Worcester Street, Suite 350, Wellesley, MA 02482)

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