



## *A Message from the Accounting Department*

As the new school year quickly approaches, I would like to welcome you back and review a few accounting procedures. Starting September 1, 2010, the second of the ten tuition payments is due. It will be considered late if received after September 15, 2010. For those of you who have selected the coupon payment method, you will be receiving a coupon booklet before September. If you have more than one child, you will be charged only one late fee of \$25 if your payment arrives after the 15<sup>th</sup>. If you selected EFT (10 month plan), your payments will resume on either September 1<sup>st</sup> or 15<sup>th</sup>. If you selected the Paid In Full method, your balance, in full, is due by September 1, 2010, and considered late after the 15<sup>th</sup>.

*PLEASE NOTE: If you would like to interrupt or stop your EFT payment for one month, you may do so without penalty but a "One-Time Stop EFT" form must be completed and turned into the student billing office five (5) working days prior to your withdrawal date in order to do so. If you need to make more than one change or stop, your EFT status will change to "Other" or month-to-month and you will be charged the \$100 discount that you received at registration. If you would like to stop your EFT all together and move to a different method of payment, i.e. "Other" or "Paid in Full" an EFT Cancellation form must be completed in order for monies to stop being withdrawn from your account.*

As always, it is my goal to raise the level of communication between the school office, the parents and the Student Billing Department. If you have any change in your status, i.e. address or phone number, withdrawal, cancellation of EFT, etc., please notify the office and complete the appropriate paperwork as soon as possible. The paperwork is vital to maintaining accurate records. Also, if you are paying by check and have more than one child in the school, please print the children's names and how you would like the monies disbursed. Failure to do so can result in misappropriated funds.

I look forward to partnering with you to make this a great year. See you in the fall!

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