



GARDEN SCHOOL

Jackson Heights, New York

Richard Marotta, Ph. D., Headmaster

Dear Parent(s):

I would like to take a moment to explain payment options that are available for your tuition payments:

There are three payment plans offered to pay annual tuition:

Single Payment (one lump sum) due July 1 – \$150 discount

Four Equal Payments on or before July 1, September 1, November 1, and February 1

Eleven Monthly Payments due on the first of each month beginning on July 1 with all payments completed by May 1. A 5% service charge, computed on the balance after the deposit, will be applied on or before July 1, September 1, November 1, and February 1 of the above school year.

Late Fees: Payments are due in the Business Office on the first of the month and ***a non-negotiable late fee of \$25*** will be applied to all accounts on the 15th of the month if payment has not been received. Late charges are payable in the following month and cannot be reversed.

Returned Checks: A \$50 charge will be added to the tuition account for each check returned unpaid by your bank. If a tuition account reflects a consistent pattern of returned checks, the School will no longer accept a personal check as payment. In these cases, the family will be asked to make the payment in some other form, (i.e., cash, money order or credit card).

Sincerely,

Mary Maisano

Director of Finance

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