

February 2009

Dear Parent(s):

In an effort to provide our families with alternative payment options for the 2009-2010 school year, below are three payment plan options:

Plan A. *Four equal installment* payments on July 1, September 1, November 1 and February 1. Families enrolling after July 1 will be required to pay the deposit and the first payment. Those enrolling in September will owe the deposit and payments 1 & 2.

Plan B. *Monthly payments* are due on the first of each month beginning on July 1 with all payments completed by May 1, 2010. Monthly payments are equal to the full tuition amount (less the deposit) divided by the number of months between the first payment month and May, 2010. In this case, a non-negotiable 5% service charge, computed on your balance after the deposit, will be applied.

*Please note that if a monthly payment is missed, the remaining payments will be automatically adjusted to assure payment in full by May, 2010.

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 30th 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
:mm