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To: All school families

From: Mrs. King, office assistant

Date: December 1, 2011

Re: Tuition payments

It feels rather Grinch-like to be talking about tuition payments, especially at a time when the economy is so Scrooge-ish! With the holidays fast approaching, we know that December and January can be taxing (pun intended!). So please forgive the reminders which follow.

Regarding December payments:

There are a few families who have outstanding payments due. We are requesting that all outstanding tuition be paid prior to dismissal for Christmas break, December 22<sup>nd</sup>. If you know that you will not be able to meet this obligation by the 22<sup>nd</sup>, please contact our school principal, Ms. Payne as soon as possible. **Any tuition paid in December will be added to the 2011 total for your tax tuition credit.**

Regarding January payments:

The next monthly and quarterly tuition payments are due on January 1. January statements will go home on Thursday, 12/22/11. Tuition is normally due by the 10<sup>th</sup> of the month or a 5% late fee is charged; please do your best to have your payment turned in before 1/10/11. However, since we will be not returning to school until 1/9, we will extend the late fee deadline to January 13<sup>th</sup> (unpaid balances as of that date will be considered late and charged a 5% late fee). Again, if you are suffering from financial hardship please contact Ms. Payne to make alternate payment arrangements.

Thank you all! May your Advent be blessed.