



For office use only
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## Request for Tuition Payment Extension

The months that include both regular tuition payments and registration fees for the next school year can be taxing financially for families. In an effort to make this more manageable, we are offering a tuition payment extension to families that fill out and hand in this form with their Re-enrollment form. Here is how it will work:

### If handed in by February 5<sup>th</sup>, 2009 (normal tuition due date)

You will pay your usual tuition payment or your family's registration fees, whichever is greater. The check will go first towards paying registration fees. If any is left, that will be applied towards February tuition and the balance pushed back, spreading your payments through June. You will continue with your normal tuition payments the rest of the school year and in June, your final balance will be due.

### If handed in after February 5<sup>th</sup>, 2009

Your tuition for February should have been paid by February 5<sup>th</sup>. With your Re-enrollment form, you will hand in a check for your usual tuition payment due March 5<sup>th</sup> or your registration fees, whichever is greater. We will hold this check. On March 1st, the check will be cashed and the amount will be applied first towards paying your registration fees. If any is left, that will be applied towards March tuition. If any is left, that will be applied towards March tuition and the balance pushed back, spreading your payments through June. You will continue with your normal tuition payments the rest of the school year and in June, your final balance will be due.

In order to process this, please fill out below and hand it with your Re-enrollment paperwork:

Name: \_\_\_\_\_

Student/s name/s: \_\_\_\_\_

Please extend my tuition payments as described above. I understand that in June, I will owe whatever balance I have at the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_