

This is not a bill.

You will receive a bill from FACTS Mgmt.

January 5, 2010

Dear Parent or Guardian:

We hope you had a wonderful holiday season.

It is time to register your child for the 2010/2011 school year. The total tuition and fees for this school year are as follows:

	<u>AMOUNT</u>	<u>DUE DATE</u>
REGISTRATION FEE	\$ 420	FEBRUARY 1, 2010
FAMILY PARTICIPATION FEE	350	MARCH 1, 2010
WORKBOOK FEE	285	MARCH 1, 2010
TUITION	<u>6,930</u>	SEE BELOW
TOTAL	<u>\$7,985</u>	

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**PAYMENT OPTIONS:**

**PAYMENT IN FULL** – Full payment of tuition may be made by **April 1, 2010**, less a discount of **\$325**. This discount is given only if payment is RECEIVED by Facts Management by April 1, 2010 and only if all prior year balances and current year fees are paid.

**FACTS MANAGEMENT – 10 (ten)** monthly payments of **\$693** each, beginning April 1, 2010 and ending January 1, 2011. There is no interest added but **late charges apply if paid after the due date.** Automatic deduction from your account is available from FACTS MANAGEMENT with your authorization.

**PENALTIES FOR NON-PAYMENT OF TUITION AND FEES**

Timely payment of your tuition and fees is essential in providing a quality education to our students. In fairness to families meeting their financial responsibilities, certain penalties must be charged for failing to make payments. Failure to meet all financial obligations will result in the following actions by the School:

- ◆ Students will not be permitted to participate in scheduled classes and sponsored activities, including class trips, extracurricular activities and graduation, and will not receive report cards until all obligations are fulfilled.

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- ◆ All outstanding tuition and fees must be paid in full as a condition of acceptance into the School for the term beginning September 2010. **No student will be registered for the new term until all balances are paid.**

### **REFUND POLICY**

- ◆ Registration is non-refundable
- ◆ **Tuition is not prorated once classes have begun for each semester.** For example, students who withdraw during the first semester will be charged one half-year tuition, \$3465.00. Students who withdraw after the start of the second semester will be charged the full year's tuition, of \$6930.

### **SIBLING DISCOUNT POLICY**

**Tuition** – A discount of \$150.00 is given off tuition for each additional child.

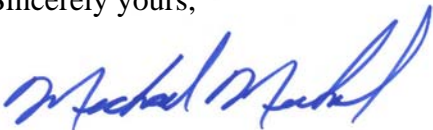
**Family Participation Fee** – A discount of \$95.00 is given for the second child and no additional amount is due for the third and subsequent children.

Each student has their own account.

Please deduct the tuition and FPP discounts for siblings from your payment due on March 1, 2010. For example, the total discount for a second child is \$245.00, therefore your total payment on March 1, 2010 for the oldest students' fees will be \$390 after taking the discount.

**PLEASE KEEP THIS LETTER FOR YOUR RECORDS.**

Sincerely yours,



Michael Michel  
President