

SMART tuition

This letter is to introduce you to SMART Tuition. This company was recommended to us by the visiting team during our accreditation process. One of the improvement objectives given to us was to move to having a company like SMART Tuition manage our collection of fees. Also because it has become increasingly difficult to find a volunteer to manage and record school payments the Board of Christian Education at Grace Lutheran School has decided to use SMART Tuition management company starting in the 2007-2008 school year.

Included in this mailing is an information pamphlet to parents and a information sheet parents need to fill out. Please fill out **both** sides of the sheet with special attention to the payment type. Please return the signed and filled out information sheet by **July 27** so it can be sent into the company. The tuition and fees information will be filled in with the agreed upon amount for your family.

SMART Tuition will provide you with a billing book in which your payments for tuition and fees are broken into 10 monthly payments from Sept to June. Payments can be made by check, money order, automatic deduction, and credit card to the SMART Tuition Company. Payments are due on the 1st of the month and are considered late if not paid by the 10th of the month. There is a \$20 late fee from the company to follow up on a late payment. If you are receiving tuition assistance, your payments will be adjusted to allow for the assistance. You can read more about the company at their website at: www.smarttuition.com . If you have questions about this, please call Grace Lutheran School at 703-534-5517.