



Dear Parent(s),

The purpose of this letter is to try and gather tuition collection information from you. The school board, secretary, and I are looking to set a consistent date of each month in which we can expect your tuition payment. Below you will find a form where you can indicate which date of each month we can expect to receive your tuition payment. Please make sure, after you pick your date, you do everything in your power to pay by the date you choose. If you do not pay by the date you have chosen, your child's enrollment will have to be suspended, according to our POSLS Handbook.

We have many reasons to ask this of you. One, our secretary Samantha, has a lot of work to do each day and a short time to get it done. We do not want to have her call each one of you to check on tuition. Two, in order to be a functioning school, we need to consistently receive payments on time so that we can pay our bills. Finally, we believe that if you choose your own date, tuition collection will be easier for you than if we tell you when you have to pay.

In conclusion, please make every effort to pay by the date that you include on this form. Thank you for your consideration into this matter.

In Christ,

Benjamin Pagel  
Principal

I, \_\_\_\_\_, would like to pay on the \_\_\_\_\_  
(Parent/Guardian Name) (Date)  
of each month.

\_\_\_\_\_(Signature)