

To: Parents of Students in Margaret Shuman's Classes
From: Caryn Becker, Bookkeeper
Date: August 19, 2014
Re: Making Tuition Payments

Thank you for participating in the quality academic courses through LAC, VPE, and MAS. Hopefully this information will help answer any questions you may have regarding how to make tuition payments.

Details:

- Payments can be made by paying for the entire school year (September - May) in one payment, by semester, or for your convenience, in NINE (9) monthly payments.
- On the monthly payment plan, a reminder invoice will be emailed from Quickbooks online on the first of every month (including December) beginning 9/1/14 through 5/1/15.
- Be sure I have the correct email address for billing reminders--if you do not get a reminder in September, drop me an email at beckerb@bellsouth.net and give me the correct email address. Please check your SPAM account, where these emails often end up.
- Mrs. Shuman does not accept payments directly, so it is strongly recommended that you mail all payments to me at: 4094 Flintridge Drive, Stone Mountain, GA 30083.
- Please make your payment out to **Image Production & Staging** -- NOT to me!
- Please add your child's name(s) in the memo section of the payment.
- Payments should be sent within 30 days of receiving the email reminder.
- Automated checks sent through the use of an online "bill pay" banking checks are also helpful to stay on schedule.
- Payments can be made by check and money order. Mrs. Shuman is investigating Square and PayPal.
- Expect periodic balance statements to remind you of any outstanding balance due to Mrs. Shuman.

If you need any additional information relating to tuition payments, please do not hesitate to email me at beckerb@bellsouth.net

Thank you,

Caryn Becker