

To: Parents of students in Margaret Shuman and Derek Owens' classes

From: **Caryn Becker**, Bookkeeper

Date: August 9, 2012

Re: Details on how to make tuition payments

If your child is taking classes at Lilburn Alliance Church, the parent meeting will be held at 6:30 pm on Thursday, August 16. Payments can be given to the teachers on this evening, but it is *strongly* recommended that you mail them to me at:

4094 Flintridge Drive, Stone Mountain, Georgia 30083

The same holds true for Metro Academic Studies students—orientation is August 27, but payments should be mailed if possible rather than handed to the instructors that evening.

In general:

- Payments can be made by paying for the year upfront or on a monthly basis. Derek Owens offers a 10% discount if you pay for the entire year in one payment. Margaret Shuman offers monthly discounts described on her website.
- You will receive an automatic invoice through QuickBooks online to remind you that your monthly payment is due, but you will have up to 30 days to pay the invoice.
- Periodically you will receive a balance statement which will summarize payments against the invoices. Contact me if you any questions about this statement at beckerb@bellsouth.net
- Payments made out for Margaret Shuman should be made out to **Image Production and Staging, Inc.**
- Checks for Derek Owens should be made out to **Lucid Education.**
- Owens payments can also be made online at <http://www.derekowens.com/paynow1.php>. The online payments are processed by PayPal, and you may pay with a PayPal payment, a debit card, or a credit card.
- You can mail payments for both teachers in one envelope addressed to me.
- Please make sure you **do not** make your check out to me!
- Automated payments through use of an online “bill pay” banking system are welcomed.
- It is important to put your child's name in the “comments” section of your check, especially if there is a name difference between the child and the check writer.
- If you are experiencing financial difficulties, please contact the teacher.