To: Parents of students in classes whose instructor is Margaret Shuman, Derek Owens, or Curt Coman

From: Caryn Becker, Bookkeeper

Date: August 13, 2011

Re: Details on Making Tuition Payments

If your child is taking classes at LAC, the parent meeting will be held at 6:30 p.m. on Tuesday, August 16th. It will be your opportunity to make the first monthly or full tuition payment.

During the evening, I will be accepting payments so to expedite your payment; please put your payment (check, money order or cash) into an envelope. On the outside, write the student’s name, class, and the teacher’s name. Make all checks out to the teacher, unless your payment is for Margaret Shuman (make the payment out to **Image Production and Staging, Inc.)** If you have cash, I will need to count it back to you before you seal the envelope.

Beginning in September, monthly payments can be mailed to the following address: “the teacher’s name” c/o Caryn Becker

4094 Flintridge Drive

Stone Mountain, GA 30083

If I fail to receive a payment within the calendar month, I will send an email reminder to both you and the teacher. You are welcome to pay ahead if you would like to do so. If payments are missing on a regular basis, the teachers have collectively decided to withhold grades, including papers and tests. If you are experiencing a situation that changes your ability to fulfill your tuition commitment, please contact the teacher as soon as possible.

Monthly Tuition Amounts Due September thru May:

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| --- | --- | --- | --- |
| **Course** | **Shuman** | **Owens** | **Coman** |
| British Lit ($600) | $68/month |  |  |
| AP Language ($750) | $88/month |  |  |
| AP Literature ($700) | $78/month |  |  |
| Speech/Composition ($500) | $58/month |  |  |
| Contemporary Lit & Comp/Speech ($650) | $73/month |  |  |
| Pre Algebra ($612) |  | $68/month |  |
| Algebra 1 ($612) |  | $68/month |  |
| Geometry ($702) |  | $78/month |  |
| Algebra 2 ($702) |  | $78/month |  |
| Pre Calculus ($702) |  | $78/month |  |
| Physics ($702) |  | $78/month |  |
| AP Calculus ($702) |  | $78/month |  |
| Biology ($450) |  |  | $60/month |

My service to the teacher is to receive, process, and expedite your payments in a timely manner. Your prompt tuition payment allows me to help them focus on what they do best, which is to instruct your children.

If you have any questions or suggestions, please do not hesitate to contact me at [beckerb@bellsouth.net](mailto:beckerb@bellsouth.net).