

Dear Parents,

The Business Manager for St. Mark's Episcopal Church also records and tracks tuition and fees for St. Mark's Montessori.

Tuition is broken into ten (10) equal monthly payments and is due by the 15th of the month (August is due by the first day of school). A late fee of \$25 will be assessed on late payments. Returned checks will also be assessed a \$25 fee.

Tuition can be paid by cash, check or automatic withdrawal. Automatic withdrawal is the preferred method and can be set up for recurring tuition payments as well as one-time fee payments (just note the appropriate box under "Frequency of withdrawal"). Recurring withdrawals can be canceled at any time. The automatic withdrawal form is the next page in this packet. Please either mail or drop your payment in the drop-box right inside by the playground door. If you have any questions about the process, please contact the business office.

Statements will be distributed monthly – please fill out and return the bottom portion of this form to let us know how you'd like to receive your statement. Your email won't be used for any other purpose besides corresponding with you about your account.

The Business Manager is always happy to discuss the statements or answer any financial related questions by phone 505-262-2484, or by email (finance@stmarksabq.org).

Please fill out and return

_____ Emailed Statement

_____ Paper Statement

Student(s) Name: _____

Email address: _____