



To Parents of:

Name of Student  
enrolled in \_\_\_\_\_

\_\_\_\_\_ Grade or Program.

Our records indicate that the fees payable for the above student are still outstanding. To clear this account, please remit \$\_\_\_\_\_ immediately.

If you are unable to pay the account immediately, please complete, sign and return the following:

Contract for Payment

1. The undersigned hereby agrees to pay the above fees for instructional materials in respect of the above-named student for the current school year.
2. The undersigned further agrees to pay the above fees as follows (check one):
  - a. payment in full by November 15.
  - b. monthly installment payments of \$\_\_\_\_\_ (note: the minimum monthly payment is 10% of the outstanding fee)

Note: To support parents who encounter financial hardship, the Principal can reduce the fee required. A fee reduction request to the principal must be in writing and include the amount of reduction requested. In addition, you may wish to speak to the principal about your specific situation.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Parent