



The Purpose School

1 Church St, Stoneham, Massachusetts 02180
(781) 438-2815- Phone number and (781) 438-0238- Fax number
Kristie Colwell- Director and Katie Hunt- Assistant Director

Dear Parents,

The Purpose School is able to offer you the convenience of making monthly tuition payments thru our automated Tuition Payment Plan. We hope you'll take advantage of this program; automatic payment is a safe and convenient method for making your tuition payments.

To participate in the Tuition Payment Plan, simply complete the attached authorization form and return it to the Purpose School. The completed form must be received by August 15th to take effect for the **September 1st** payment for October tuition. The September tuition payment, which is due by May 12th, must be paid by check and return with the enrollment forms.

The details:

- *The Tuition Payment Plan will remain in effect until the last tuition payment has been made for the current school year. Payments will automatically cease after the April payment has been made.*
- *Your bank statement will reflect the tuition payments as having been paid to First Congregational Church.*
- *Payments will be debited on the 1st of the month. If the 1st is a non-business day, the payment will be debited on the next available business day.*
- *New Tuition Payment Plan authorizations and banking information changes for existing Tuition Payment Plans must be submitted using the Tuition Payment Plan form. The completed form should be received by the Purpose School at least 15 days prior to the requested start date.*
- *You may amend the dollar amount of your payments at any time; please these changes at least 5 business days prior to the next withdrawal date.*
- *You may cancel the Tuition Payment Plan at any time. The request must be submitted in writing to the Purpose School at least 10 days prior to the requested termination (a.k.a next tuition payment) date.*
- *If a payment is declined due to insufficient funds, it will not be resubmitted for payment. You must contact the Purpose School director to make alternative payment plans for that month. Additionally, a \$25 NSF fee may be charged.*

