

C & E Lockbox Services
Post Office Box 299
466 Old Hook Road Suite 27
Emerson, New Jersey 07630
201-265-7778

Dear Parents and Guardians:

Our firm has been retained to process tuition payments for Saint Francis of Assisi School for the 2009-2010 school year. We will do our best to make your use of our program run as smooth as possible. The following is an explanation of our procedures.

All checks and/or money orders must be made payable to **Saint Francis of Assisi** and sent to our office. If you choose the ten-payment plan the first payment is due August 10th the last payment is due May 10th. **All payments received at our office 5 days after the due date will incur a \$25.00 late charge.**

Lump Sum Payment:

- ❖ You may choose to pay your tuition in full.
- ❖ You will receive a bill in May for this payment.
- ❖ If you choose this method of payment, you are entitled to a 5% discount if paid by June 10th, and a 2% discount if paid by August 10th.

Automatic Debit:

- ❖ Under this plan your first payment will be drawn on August 10th, 2009 and continue each month on the 10th until May 10th, 2010.
- ❖ In the event the due date falls on a weekend or holiday, the payment is withdrawn on the next business day. **The payment will never be withdrawn prior to the due date. If the withdrawal is denied, it will be automatically re-deposited one time with a \$25.00 bank charge added.**
- ❖ It is the most accurate method of bill paying. However if an error should occur, C&E will contact the bank on your behalf to rectify the matter and cover any charges incurred due to a mistake on our part.

Coupon Book:

- ❖ A 10-payment coupon book with mailing labels will be sent to you with the first payment due on August 10th.
- ❖ Any payment received 5 days after the due date must include the \$25.00 late charge. **Please allow three days for mailing.**
- ❖ In addition there is a \$25.00 bank charge imposed on all checks that are returned due to insufficient funds.

Quarterly Payments:

- ❖ Under this plan you will receive bills for 4 payments to be made throughout the year. The due dates for this plan are August 10th, October 10th, January 10th, and March 10th.
- ❖ Any payment received 5 days after the due date must include the \$25.00 late charge. **Please allow three days for mailing.**
- ❖ In addition there is a \$25.00 bank charge imposed on all checks that are returned due to insufficient funds.

For those families that choose to pay by coupon book, you should expect to receive the book by July 20th. If you do not receive a coupon book or if you lose or misplace your book please call our office. There is a \$10.00 to replace any lost coupon book. Should you ever have a question regarding your account, please call our office. Our office hours are between 9:15 AM and 4:30 PM, Monday through Friday.

Sincerely,

Jim Woods
C&E Lockbox Services