Good Shepherd Lutheran School 2011-2012 Payment Options

The enclosed statement is the billing for the 2011-2012 school year's first and last month tuition and enrollment fee. Effective with this billing Good Shepherd Lutheran School payment options have changed.

Tuition is an annual fee that is divided into nine monthly payments. The first and last monthly payments and other fees, if any, are due on or before June 1 and are **non-refundable**. Late charge will be $35 after June 5.

October through April monthly payments are due on the first day of the month. Payments received after the **fifth** of the month will be charged a $35 late fee.

The following are GSLS payment options.

Pay monthly by the 5th of the month by check, cash, direct credit/debit (ACH) or credit card (Visa, MasterCard or Discover only).

- Check payments can be mailed, dropped off in your child's classroom or placed in the school office drop box on the school office door.

  Note: If you use an on-line bill pay system make sure you allow enough time for the payment to arrive by the 5th of the month.

- Cash payments must be brought to the school office for a receipt.

- Monthly Credit/Direct Debit (ACH) - complete an ACH Authorization Form* that will be processed on the 1st of the month.

- Monthly Credit Payment – complete a credit card authorization form* that will be processed on the 1st of the month.

  Note: VISA, MasterCard or Discover cards only.

The convenience of paying by credit card is an expense to the school. To help keep cost down, we encourage families to pay by check, cash or direct credit/debit.

*Forms are available in the school office and soon on the school website on the Quick Link, Enrollment Forms/ Important Information section.