

C & E LOCKBOX SERVICES
466 OLD HOOK ROAD SUITE 27
POST OFFICE BOX 299
EMERSON, NEW JERSEY 07630
Phone (201) 265-7778 FAX (201) 265-4860

Dear Parents and Guardians:

I would like to take this opportunity to welcome all families who are registering at Assumption ECC for the 2017-18 school year. Our firm processes the tuition payments for the school. The following is an explanation of our procedures.

You may choose between three payment methods of payment:

- 1. **Payment in full** – There is a \$50.00 discount available to those families who pay in full by July 15th. You will receive a bill in the mail if you choose this option. You may pay this amount by check or credit card. Should you choose to pay by credit card, be aware that a 3% convenience fee will be added to your amount.*
- 2. **Ten-payment automatic withdrawal** – if you choose this method, the annual tuition will be divided into ten payments starting in July. You may choose to have the payments taken on the 1st or the 15th of each month. If the due date falls on a weekend or a holiday, the withdrawal will be on the next business day afterwards. **The payment will never be taken before the due date.** Attach a blank, voided check to the application if you choose this method. All payments returned for insufficient funds will be assessed a \$35.00 returned check charge in addition to any charges your bank imposes. **The 10 payment plan has a one-time \$40.00 administrative charge which will be deducted from your account with the first payment.***
- 3. **Ten-payment Credit Card** – if you choose this method, we will set up a recurring 10-month charge to your credit card. The first payment will be charged July 1st or the 15th. **If you choose this method, be aware that a 3% convenience fee will be added to each of the 10 payments. In addition, the \$40.00 administrative fee for this plan will be charged to your card in July.***

If you ever have any questions regarding the status of your account, please feel free to contact us. Our office hours are from 9:15am–4:30pm Monday through Friday.

We wish you much success in the coming year and are looking forward to our continued association with the families of Assumption ECC.

Sincerely,

Christine Woods