

December 14, 2011

Dear Heirway Families,

We want to first thank you for your partnership in Christian Education and as another semester comes to an end we wish to extend hopes of a Merry Christmas and prosperous New Year! As we return in January we will find that it is once again time to plan for the next school year. As we open the opportunity for re-enrollment to our wonderful and faithful families, we want to make you aware of a few necessary adjustments to our financial policy.

As with each year we will expect a 3% increase in tuition. The past couple of years we have offered discounts for those who re-enroll before the end of March. As you recall, the following options were available for those who re-enrolled early.

1. 50% discount on enrollment fee.
- 2. 10% discount on tuition for those paying in full at the beginning of the school Year. *(THIS IS THE PART OF THE POLICY THAT WILL CHANGE.)***
3. 5% discount on tuition for those paying half at the first of the year and half in January.
4. 3% discount on tuition for those who choose the 12 month payment plan.

As you refer to the boldfaced sentence #2 above we will be offering a 7% discount as opposed to 10% for full pay. In addition, a contingency clause for full and half pay will be implemented. It is imperative that the full and half pays take place at the time they have committed to in order to ensure a successful program. To ensure that this takes

place we must require the following; **DISCOUNTS FOR FULL AND HALF PAYS WILL BECOME VOID IF NOT PAID ON OR BEFORE THE 10TH OF AUGUST AND ON OR BEFORE THE 10TH OF JANUARY RESPECTIVELY. ALL FAMILIES MUST SUBMIT A BANK DRAFT FORM AND A VOIDED CHECK AT THE TIME OF ENROLLMENT. IF FULL PAY AND HALF PAY FAMILIES NEGLECT TO PAY BY AUGUST 10TH OR JANUARY 10TH, HEIRWAY WILL DRAFT THOSE BANK ACCOUNTS. THIS DRAFT WILL START ON THE 15TH OF THE CURRENT MONTH DUE AND CONTINUE THEREAFTER FOR THE REMAINDER OF THE SCHOOL YEAR.**

Please understand that this is a necessary measure to ensure that payments are collected as promised. As we offer this courtesy we need to know that all parts of the agreement are satisfied. Thank you so much for understanding and for your continued support of Heirway Christian Academy. Merry Christmas and God Bless!

Timothy J. Thomas, Headmaster

Heirway Christian Academy