



Dear Parents,

In an effort to reduce the use of paper, and make things easier on parents and the office, we are trying to convert to the use of e-mail for Newsletters, Invoices, etc. You will find below a form that we are requesting that you fill out and return to the office as soon as possible. Please thoroughly read and complete the below form.

Thank you

Parent 1 Name: _____

Parent 1 E-mail: _____

Parent 2 Name: _____

Parent 2 E-mail: _____

We wish to receive the items below as marked.

Invoices

Print Format

E-mailed PDF Format

send to Parent 1 Parent 2 Both
(check only one)

Newsletter & General Correspondence

Print Format

E-mailed PDF Format or plain e-mail

send to Parent 1 Parent 2 Both
(check only one)

Payment Receipts

E-mailed PDF Format

send to Parent 1 Parent 2 Both
(check only one)

*Both Print & E-mailed PDF Formats can be checked for Invoices & Newsletters if you wish!

DISCLAIMER:

We hereby acknowledge that not receiving the electronic format invoice (whether by server issues, spam filter, etc.) does not constitute non-payment. I/We am/are aware that tuition is due regularly every two weeks as laid out in the Tuition Due Date Schedule. Late fees due to non-receipt of electronic format invoices will not be waived. I am aware of the above, and hereby agree to the terms & conditions.

Parent 1 Signature**: _____ Date: _____

Parent 2 Signature**: _____ Date: _____

** This must be signed by the parent in order to receive electronic PDF Invoices.