

Dear Darrow Family,

Welcome to the 2020-2021 school year! The Business Office is here to help you and your child with any questions you may have regarding tuition, insurance, or the student drawing account (SDA). Enclosed are forms you will need to complete and return to us **on or before August 15, 2020**. By filling out the required forms and ensuring payments are up to date, will allow you to bypass the Business Office during registration. *Please note, a parent or legal guardian must sign; students cannot sign for themselves.*

The Business Office will need the following from you on or before August 15, 2020:

Forms – <i>please sign and date each form</i>
Parental Waiver Form
Student Drawing Account (SDA) Permission Form
Student Insurance Plan Form – for international students

Payments
\$2,090 or \$1,880 - Student Medical Insurance for international student (<i>see form for details</i>)
Any balance currently due for tuition.

All payments may be made by check, money order, ACH or wire transfer. Sorry no credit cards.

Please be aware that students will not be allowed to register with a past due tuition balance or without the completed forms.

You may reach us either by phone, email, or in person in the Business Office. We are looking forward to a great year!

Sincerely,

Steve Camardi
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518-704-2743

Missy Meyer
Controller
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518-704-2744