

Living Savior Preschool
Living Savior Lutheran Church
5500 Ox Road, Fairfax Station, VA 22039
www.livingsaviorlutheran.org/preschool
(703) 352-4208



March 27, 2017

Dear Living Savior Parents,

Living Savior Lutheran Church (LSLC) and Living Savior Preschool (LSP) would like to inform our families of our automatic tuition payment option for the 2017 – 2018 school year. This is a convenient, no-cost, fast and safe way of submitting monthly tuition payments electronically through a pre-authorized withdrawal from your bank directly into LSP's bank on the **10th of each month**. The "***Simply Giving***" program would eliminate the necessity of a paper check each month while expediting monthly tuition payments and avoiding accrual of late fees.

Please see the attached ***Member Enrollment/Authorization Form*** if you are considering participating in this automatic payment process for the upcoming 2017 – 2018 school year. Please fill out the authorization form and attach a voided check where instructed and drop it off in the school office along with your **May 2018 prepayment**, which is your first tuition payment and is due on May 1, 2017. Once your enrollment is processed, September – April's tuition will automatically be deposited into LSP's account on the 10th of each month. **For families enrolled in Simply Giving this year, and your banking information remains the same, you do not need to attach a voided check, although a new form does need to be completed with the new beginning and ending dates as well as the new tuition amount and your signature. You will also need to write a paper check for the May 2018 prepayment.**

Thank you for your consideration regarding this optional method of payment of tuition. We would be happy to answer any additional questions you may have regarding this process.

Sincerely,
Janet Fagre, Director
Living Savior Preschool