

February 10, 2023

Dear Parents:

The Wardlaw+Hartridge School currently partners with Blackbaud Tuition Management for the processing and collection of tuition and fees for the 2023-2024 school year.

**Blackbaud Tuition Management (BB Tuition Management) makes it easy for you to:**

**Select a payment method that works best for you**

- Choose to receive a monthly invoice, or
- Set up recurring automatic payments from your bank account or credit card
- *Visa, MasterCard, Discover, and American Express* are accepted

**Access your account online**

- Review account history, transaction details, and print monthly invoices
- Edit your contact information, password, and payment method
- Make a payment or set up recurring payments

**Receive payment and follow up reminders**

- For recurring payments, a reminder is emailed 7-10 days before the due date
- For missed payments and outstanding balances you will receive an email and text message

**Speak with a customer service representative**

- Families can access their accounts to check balances and make payments 24/7
- Spanish speaking representatives are available
- Call toll free to make payments at (888) 868-8828

**We will provide BB Tuition Management with your name and email address. BB Tuition Management will send you an email with registration instructions. Please complete your registration with BB Tuition Management immediately after receiving the instructions to ensure your account is active and ready for the new school year.**

Thank you for selecting the Wardlaw+Hartridge School for your child's education.

Sincerely,

John W. Pratt  
Chief Financial Officer



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