

February 12, 2024

Dear Parents,

We are pleased to announce that we're partnering with Blackbaud Tuition Management to process and collect tuition and fees for the 2024-2025 school year.

Tuition Management enables you to:

Select a payment method that works best for you:

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

Access your account online to:

- 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 or outstanding balances, you'll 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.

However, please note that you will not receive this email until you have completed the online student enrollment process for the 2024-2025 school year, and it has been confirmed by the business office.

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

Sincerely,

John W. Pratt
Chief Financial Officer



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