

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

607-AR-1. NOTICE OF TUITION PAST DUE

First Notice Second Notice

Date: _____

Dear _____
(Name of Parent/Guardian)

This is to inform you that the tuition payment for _____ has been
(Name of Student)

past due since _____, and the payment amounting to _____
(Inclusive Dates) (Amount)

needs to be submitted to my office within ten (10) days of the date of this letter.

If you have any questions regarding this matter, please contact me at the following number:

(Telephone Number)

If you have not contacted me or submitted the amount indicated in this correspondence within ten (10) days from the date of this notice, the student's enrollment in the school district will be terminated.

Sincerely,

Business Manager

cc: Superintendent