



SCHAUMBURG CHRISTIAN SCHOOL

Important Reminders from the SCS Business Office

ANNUAL / SEMESTER PAYMENTS

Annual Payment and the first semester payment are due August 1. If you are not on Auto Pay and we have not received your payment by August 5th, your payment plan will automatically be deferred to the 9-month payment plan.

FLEXIBLE SPENDING ACCOUNT FOR PRESCHOOL OR CHILDCARE

Save your monthly statements to use as proof of billing! We DO NOT print duplicate statements for this purpose. Services must be rendered in order to receive reimbursement from most companies. If your FSA company requires an official signature, please fill out the appropriate form from the company and fax it to the Business Office for signature.

ANNUAL TAX STATEMENTS FOR TUITION AND CHILDCARE

These statements are automatically mailed out before January 15. Requests for additional copies will incur an additional charge of \$5 a copy and will be mailed within 7-10 business days. No last minute requests will be granted. We are not responsible for slow or misdirected mail.

BILL PAYMENT

Payments are due by the 1st of the month. Late fees (\$25) will be incurred for ANY payment received after 5th of the month. Please plan accordingly. We are not able to credit late fees due to vacation or misdirected mail.

AUTO PAY PLAN

We offer Auto Pay from a checking account or Visa, MasterCard or Discover to make monthly bill payment safe and convenient. Please see the enclosed form for more information. It is your responsibility to keep your credit card expiration date valid. If your payment declines due to fraud or insufficient funds and we do not receive another form of payment by the 5th of the month, a \$25 late fee will be charged to your account.

Auto Pay Charge accounts that experience multiple fraud alerts will be asked to switch to Auto Pay Checking *or* mail their payments directly to the payment address.

Billing address for payments:
Schaumburg Christian School
PO Box 95389
Schaumburg, IL 60095

Federal Tax ID: 36-6125253

Please call the Business Office if you have any questions.

Sincerely,

Dawn Holloman
Accounts Receivable
Telephone: (847) 885-3230, x3024
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Email: dawnholloman@bethelministries.org