



GARDEN SCHOOL

Richard Marotta, Ph. D., Headmaster

April 9, 2019

Dear Garden Families:

Each year the expenses of the school are evaluated and budgets are created to support those expenses. Steady cash flow, to fulfill the needs of the budget, is key to the effective and efficient operation of the school. Every effort is made by Garden School to provide options that enable families to make their tuition payments on a schedule that works for them and for the school.

As you know, payments can be made in cash, by check, or by using an array of credit cards that offer rewards, miles, cash back, etc. The fees associated with these credit card transactions, (often as high as 4% on premium cards), have traditionally been a cost incurred by the School. Last year, this amounted to a \$70,000 expense to Garden for providing the convenience of credit card payments.

After careful consideration and review of our budget, with a goal of prioritizing our spending on the educational needs of students, the Board of Trustees voted in March that all payments for tuition and ancillary services that are made by credit or through Paypal will be assessed a 3% convenience fee. This fee will be added automatically to your payment. Please note that these fees can be avoided by using a debit card with a PIN #, or authorizing an ACH withdrawal from your checking account, or by paying with cash or by check.

This policy will go into effect on July 1, 2019, on all transactions.

Sincerely,

Mary Maisano
Director of Finance

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