[print on NMCAA letterhead]

NOTICE OF BALANCE DUE

Hello [primary adult name],

This letter is a friendly reminder of the agreement to pay [tuition amount] for the placement of [enrolled child’s name] in the [program name].

Your current balance due is: $0

NMCAA Paid: $ 0

Payment can be provided in the form of cash or check made out to NMCAA and should be submitted to [teacher name] by [date]

Thank you for helping us to uphold our policies and to complete the payment agreement.

We look forward to continuing to work with your family this year.

Sincerely,

Alicia Temple

ERSEA and Health Manager

5/23 GSRP Implementation Manual-ISD Administration of GSRP-Sliding Scale of Tuition