



Birchwood School
of Hawken

May 9, 2017

Dear Birchwood School of Hawken Families,

We would again like to take this opportunity to welcome you to the Birchwood community. We are so happy that your child(ren) will be attending the upcoming 2017-2018 school year.

You will receive your student billing statement from Hawken on May 15 by email. Also, attached to this email you will find the Tuition Management Systems (TMS) information. Tuition Management Systems is the company we use to help our families using a payment plan for tuition. The link to the TMS website is **birchwoodschoollafford.com**. **TMS payment plans need to be arranged by June 1, 2017.**

Families who are re-enrolling with TMS please log into your account to start the process. **Please note that each student needs to have their own account** (in the past siblings could be on one account). The cost per student account is \$60 for the 10 month plan. The cost per student account is \$20 for the 2 payment plan.

If you are a new family go to **birchwoodschoollafford.com**. Scroll down to the middle of the TMS website page to where payment plan is written. This is the section that you will use to begin your enrollment.

Step 1: Click on the correct school year and then click on "enroll."

Step 2: Where it says "I need a payment plan for" click and then click on annual.

Step 3: Enter your balance due from your Birchwood School of Hawken student billing statement.

Step 4: Click on one of the two payment plans (10 monthly payments or 2 semi-annual payments).

Step 5: The information section. If you are enrolling siblings, each child will need their own account. Please enter the student first name on the next page within the student first name field (for example) as John, Mary Scott.

Steps 6 & 7: Complete as prompted.

Please note that I will review your account to make sure your budget amount has been entered correctly. If the budget amount entered is incorrect I will make the necessary change and send you the corrected information.

Families that intend to pay Birchwood School of Hawken directly should submit payment in full by July 3, 2017.

If you have any billing questions, please contact me at samarin@birchwoodschoollafford.com. I would be happy to answer any questions or concerns you may have. I am also in the main office daily if you need to stop in and talk.

I look forward to serving you,

Lisa Samarin

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