

January 25, 2010

Dear Parents:

Enclosed is a 2010-2011 Academic Year Enrollment Agreement for St. James' Episcopal School. Please complete the following steps to ensure your child has a space reserved for the 2010-2011 academic year:

1. Read the contract carefully and thoroughly.
2. Choose a payment plan and sign the last page of the contract. The person(s) financially responsible for the tuition must sign the contract.
3. Submit a \$1,200 Enrollment Deposit (check or money order only) with the signed contract made payable to St. James' School.
4. Return the signed contract and Enrollment Deposit to St. James' School by **Thursday, February 4, 2010**. Agreements returned after February 4, 2010 will be accepted if spaces are available. A \$50 late fee will apply to all Agreements received and accepted after February 4, 2010.
5. Please keep the green Agreement and the Tuition Schedule for your files.

By signing the contract and paying the Enrollment Deposit, you are reserving a spot in next year's class and committing to paying the full amount of tuition. Please note, your account must be current prior to re-enrollment. St. James' reserves the right to rescind any Enrollment Agreement for families with outstanding balances on their accounts.

Tuition Assistance: If your family has applied for, or plans to apply for, Tuition Assistance, disregard the enclosed contract. In early March, you will receive a new Enrollment Contract and Award Decision Letter with instructions on what comes next. St. James' will hold spaces for all Tuition Assistance applicants who have applied for assistance by the deadline of February 11, 2010.

If you have any questions or need further assistance, please contact me at nlowe@sjsla.org or 213-233-0133 x303.

Sincerely,



Najah Lowe
Director of Finance and Operations

Enclosures