

# Spread Payments Request Form

Dear SBLs Parent,

You have verbally requested that the School Ministry Board consider a revised payment schedule for your fees. We ask that you put that request in writing. The School Ministry Finance Committee will consider your request at our next meeting. After that meeting you will be informed of our response to your request.

Return this form to the school Principal at the earliest convenience.

In His Service,

SBLs School Ministry Board

**Please circle and fill in the appropriate spaces that apply to your request.**

I would like to request an adjustment to my \_\_\_\_\_ fee (registration, education, tuition, etc.) according to the following plan:

Amount of each payment or Lump Sum payment	Terms (weekly, monthly, etc) or One time payment	1 <sup>st</sup> payment due on: or Only payment due on or before:
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\$ \_\_\_\_\_

Date \_\_\_\_\_

Child/Children's names:

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**This agreement does not excuse payment of full fees in the event of early withdrawal from SBLs. Total amount would then be due on the date of withdrawal.**

**Signature of parent stating agreement to terms:**

\_\_\_\_\_

Date \_\_\_\_\_

Phone # \_\_\_\_\_

**Signature of School Ministry Representative is acceptance of plan by SBLs:**

\_\_\_\_\_

Date \_\_\_\_\_

Notice: Breach of this agreement by failure to make assigned, timely payments may result in the removal of the students from Suburban Bethlehem Lutheran School.