

IMPORTANT: PLEASE READ

Boston Reed College

Tuition Collection

Tuition is collected first thing in the first class session and again on the midpoint collection date(s) on the class calendar. Please check your class calendar for the next tuition collection scheduled.

We will fax, email or send you via UPS the current collection worksheet on the Wednesday before the actual collection date. We will contact you on the day of the class regarding any changes to the collection worksheet.

Collection: Collect the tuition amount listed in the Tuition Due column. The tuition should be in the form of cash, check, money order or credit card. We do not make change (you may if you have the ability with the money collected), otherwise the overpaid \$ will be applied to future tuition.

- If the student wants to pay by credit card, have the student complete the credit card form- verify that all 16 digits of the card number written are present and legible.
- If the student presents a check from another party- please note the student's name on the check.

Give each student a receipt. **Keep the excess receipts for future collections.**

If the student does not come with the tuition they should call the office on the next business day to make arrangements. **Do not issue textbooks unless the student has paid for them.** We will **NOT** be collecting in the classroom again for this payment date.

How to Complete Collection Worksheet (See sample next page) :

1. Make a note on the collection worksheet in each line whether the student is present or absent.
2. Make a note on the collection worksheet in each line as to the amount paid, how paid; cash, check, money order or credit/debit card. If paid by check or money order list the check number as well.
3. If a student is a walk-in and you have room for that student to be admitted, have the student fill out a course application.
4. If you have students on an alternate/waiting list PLEASE follow the instructions contained within it. Students become very upset if what they have been told is not followed through with.
5. **Each student must have a notation next to the name when you are finished.**

Returning Tuition: You will be notified as to how to return the tuition collected.

VIA Boston Reed Rep: A courier from Boston Reed will arrive during your class session to pick up the tuition. He or she has many other stops to make on that date so **please take care of the collection first thing in a timely fashion.** Enclose the tuition within the collection worksheet and give it to the courier. There is no need to count the money or verify anything with the courier.

VIA UPS: Return the tuition to Boston Reed via UPS. Please include the collection worksheet and the tuition in the overnight envelope provided. You can call for a UPS pickup or take the envelope to any UPS station as the postage is prepaid. **YOU MUST TAKE THE TIME TO SHIP THIS IMPORTANT PACKAGE THE NEXT DAY FOLLOWING COLLECTION.**

Please call if you have any questions.

Thanks for your help!
Customer Service
Boston Reed College