

Dear CCS Parents,

Another school year is about to begin filled with exciting experiences and opportunities. As a way to help keep tuition costs down and reduce our administrative costs, **we will be providing your monthly tuition and billing statements to you via e-mail.** Your statements will be sent to the internet e-mail address you provided on your contract and will be password protected. That information will be included with your statement. The statements will be in pdf format and you will need a pdf reader to be able to access your eStatement. There are many available on-line at no charge.

The e-mail address we will be using is the one you listed on your enrollment contract. If you provided a work e-mail address and would prefer the statement is sent to your home e-mail address, please let us know of that change as soon as possible.

Sometimes the statements get caught in e-mail spam folders or get directly sent to the trash folder. To ensure delivery, please add tuition@ccconline.cc to your inbox address book or safe list today.

If you have a change of e-mail address during the school year, it will be your responsibility to notify the tuition office of your new e-mail address as soon as possible. We will need to receive notification of any change in e-mail address by the 15th of each month to give us time to make the change. Failure to do so may result in a delay or lack of delivery of your statement for the given period. Payments are due in advance on the 1st and considered late if received after the 10th, whether you receive a statement or not.

If you have any questions, please call the Tuition and Billing office at (916) 856-5615 extension 1 or e-mail us at tuition@ccconline.cc.

Sincerely,

Kathy Picone
Accounts Receivable Manager
Tuition and Billing
Capital Christian School