

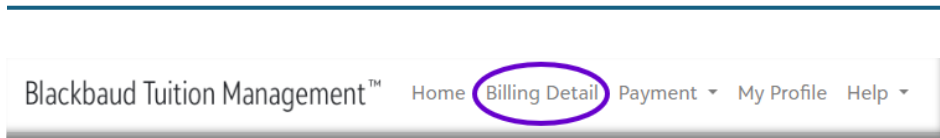
A Quick Note from the Business Office ...

As we wrap up the current school year, the Business Office is also working to get everything ready for next year. Most of the billing information in Tuition Management is manually entered, so please take a moment to login to your Tuition Management account and check your family's 2026-2027 information carefully.

We are more than happy to answer any questions you have but please keep in mind that if you wish to make changes to your account, we must have your request in writing. You may contact us directly at:

(903) 753-0612 Extension 240 (Barbara – bhartley@trinityschooloftexas.com); or

(903) 753-0612 Extension 239 (Valerie – vtoney@trinityschooloftexas.com)



These are a few details that may need your review:

Grade Level – Please check that your child's grade level billing for next year is as expected (especially for Early Childhood because there are several options 3-day, 5-day, half, or full day)

Extended Enrichment – Sign-up forms were sent from MyTST. If your account does not reflect an Extended Enrichment line (either an annual rate or a drop-in option) and you wish to enroll, please submit your form via MyTST, or send us an email note that you wish to enroll your child in extended enrichment.

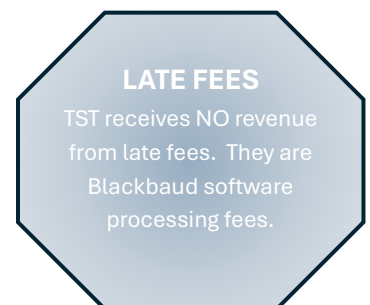
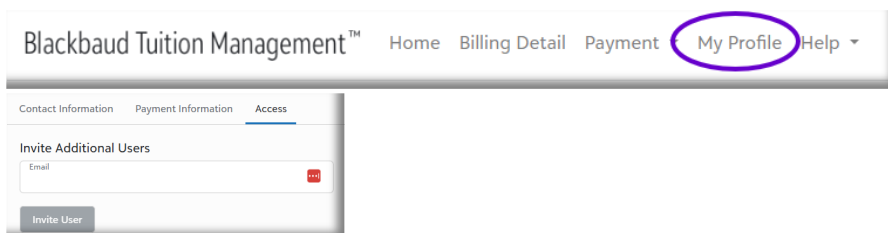
Payment Plan – Payment plan options are:

- **Annual*** – All tuition and fees paid on or before **July 1st**
- **Semi-Annual** – First installment due on or before **July 1st** and second installment is due on or before December 1st
- **Monthly** – Early childhood tuition is 10 installments (Aug – May) with TRP due **July 1st**;
K-12 is 10, 11, or 12 months with first installment due **July 1st**

*** If you have selected the ANNUAL plan and payment is NOT made by July 1st, your account will be converted to the MONTHLY plan and plan fees will be added to your account.**

If you wish to make changes to your payment plan, please let us know well in advance of your due date. Auto-drafts are system-generated several days in advance and once an auto-draft has been initiated, we do not have the ability to stop it.

Contact and Payment Information – Check that your contact information is correct and that your payment information is current:



If you wish to grant someone else (such as a grandparent or another family member) access to your account, you can do this by entering their email under the **Access** tab and click **Invite User**. This will allow them direct access to the account where they can make online payments on your behalf.