



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

Office of Adult Career and Continuing Education
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July 29, 2016

Owners and Directors of Proprietary Schools:

The Bureau of Proprietary School Supervision (BPSS) continues to review the tuition assessment billing from May 1, 2015 forward. We request that you continue to use the online assessment payment system as indicated below to **pay the principal** of your tuition assessment based upon your school's Gross Tuition Income (GTI) calculation. If you have questions or concerns about this calculation, please email Connie Tully at Connie.Tully@nysed.gov immediately.

If you are paying a tuition assessment that has not accrued any interest, payment may be made either via the online assessment payment system or the payment voucher process.

For those bills that have accrued interest, payments of **principal only** must be made via the payment voucher process. Please mail a check, attached to each payment voucher, for the **principal amount** and mail it to the address shown on the payment voucher. If you are unsure of the exact principal amount owed on each voucher, please review the school's online assessment screen for the principal amount.

The BPSS billing system will automatically continue to compound and show interest expense. During this period of review, we will ask that you please pay the assessment **principal only**.

I apologize for any inconvenience caused by our efforts to improve our practices in order to better serve you.

Sincerely,

Dr. Richard A. Rose
Director