
From: Richard Kahn <[REDACTED]>
Sent: Tuesday, September 20, 2016 7:37 PM
To: [REDACTED]
Cc: bellaklein
Subject: Fwd: New Invoice for your New School Student

attached is revised invoice (18,854) from previous invoice in the amount of 23,508.00 please review and ask me for approval to pay thank you

Richard Kahn
[REDACTED]

Begin forwarded message:

From: [REDACTED]
Subject: New Invoice for our New School Student
Date: September 20, 2016 at 3:34:50 M EDT
To: [REDACTED]

FALL 2016

This is an automated message to inform you that an invoice has been issued for a New School student for whom you are an authorized user and is now available for viewing at the web site listed below.

****The Statement Details Listed Below are a Summary Only****

ACCESSING YOUR STUDENT'S ACCOUNT

Please log in to view the student's full invoice using the following link:

https://epay.newschool.edu/C21120_tsa/web/login.jsp

1. Use your e-mail address and password to log in.
2. Once logged in depending on the access the student has given you, you can:

- View the student's invoice which includes the term and an itemized breakdown of the balance reflected below.

- Review current account activity that occurred since the last e-bill was issued.

- Make payment on the account.

- Sign-up for a payment plan. Available for Fall, Spring and Summer semesters.

LOGIN PROBLEMS?

- If you have problems logging in, please use the password hint (if you provided a hint upon enrollment) or the e-mail password option located directly below the Authorized User log in.

- If you still have problems logging in, please notify the student and ask they delete you as an authorized user and then set you up again as an authorized user. (They do this through their MyNewSchool account.)

IMPORTANT NOTES

- Please make check payable to the New School and mail payment to - Attn: Cashiering Department 72 5th Avenue, 2nd floor New York, NY 10011

- If you would like to use the payment plan option, you MUST sign up for a new plan each semester.

- A 2.75% convenience fee will apply to every credit and debit card payment made to a student account.

- Continuing Students: Please be sure to pay by the due date in order to avoid a (150.00) late payment fee.

=====STATEMENT DETAILS =====

Student Name --- [██████████]

Student Account --- [██████████]

Amount Due --- [\$18,854.00]

Due Date --- [9/28/16]

=====3D=====

<https://my.newschoo.edu/cp/home/displaylogin>

Sincerely,

Student Accounts

=