

## Template for School Letter: Paying for HS CEO Student Textbooks

September x, 2025

RE: x School's HS CEO Student's Textbooks

Dear SUNY Corning Community College Student Accounts Office,

This letter conveys the intent of x school to pay for

**In-state tuition, out-of-state tuition, fees, book expenses** (select items that apply)

*\*important notes:*

- *reference for updated information on [tuition and fees](#)*
- *tuition is charged at the out-of-state rate, until a [Certificate of Residency](#) is received from the county*

for x school's students participating in SUNY Corning Community College's HS CEO classes.

The bills for the required HS CEO student expenses as listed above can be sent to:

x School

c/o x

x Street

x, NY x

The following students are currently registered for the Fall 2025 semester:

Student & course

Any expenses accrued by the above students for **in-state tuition, out-of-state tuition, fees, book expenses**, will be billed to the x School District and paid by the District. Please contact me with any questions or concerns.

Sincerely,

x School, Principal

**email/phone**