**R. Gonzalez Management Inc. (RGM)**

Student Financial Aid Services Phone No. (323) 730-8700

3560 S. La Cienega Blvd. Suite G Fax No. (323) 730-8701

Los Angeles, CA 90016-4400 Web Page <http://www.rgmsms.com>

**RGM Memo**

Date: February 14, 2018

To: School Owners and Financial Aid Personnel,

RE: Very Important Follow up on Books and Supplies memo

Dear School Owners and Financial Aid Personnel,

RGM MEMO FEBRUARY 14, 2018

**VERY IMPORTANT!!**

This email is a follow up on Books and Supplies memos sent on February 12, 2018 and January 16, 2018. Those memos were sent with information we had received at that point. We received an update and we will like to share that information with you. Please read it carefully and make sure you clearly understand it.

**If your institution charges tuition by payment period, you may continue to charge the books and supplies without prorating, but you need to make sure that it reflects on your enrollment agreement.**

**If your institution does not charge tuition by payment period, you will need to prorate the books and supplies. If this is the case you need to notify us by email.**

Please note that you need to have the charges for those items at a competitive price.

If you have any questions, please contact us.

**Rafael Gonzalez**

**President**

**R. Gonzalez Management, Inc.**

**3560 S. La Cienega Blvd. Ste. G**

**Los Angeles,  CA 90016**

**(323)730-8700 ext. 239**

**(323)730-8701 fax**