



Dear parent,

Due to the COVID-19 Pandemic...as you know we are not allowed to let anybody in the building. We are requiring all parents to do your payments automatically by ACH through our Tuition Express.

Tuition Express is a PCI Level 1 Service Provider. Your personal account information could not be safer. Automated payments are proven safer than paying by check. The potential for check fraud and identity theft are eliminated.

We have the following Tuition Express payment options:

- ACH Credit/Debit Card Transactions: These can be made weekly, Every other week or Monthly. If they are done monthly.
 - If done monthly I take the weekly charge and multiply it by 4.333 and that will be the monthly charge taken out on the first of the month.
 - Monday, if every other week.
 - And every Monday if none of the above.
- ACH Checking transactions will be figured the same as the Monthly credit card. Rate X 4.333 taken out the first of the month.

By completing the Tuition Express Parent Enrollment form, we will be able to set up your account with quickness.

If you have any questions, please feel free to call and ask Ms. Laura or Ms. Debbie and we will be happy to answer any questions that you have.

Thank you for your help

Ms. Connie and Ms. Laura