TE Sample Parent Letter #1
Mandatory Payment Method

Dear Parent,

At <u>(Center Name)   </u>, we are constantly looking at ways to improve the service we provide you and your children. With this in mind, we are now moving to mandatory automated tuition and fee payments.

Tuition Express – part of the Procare Software system we use to manage our center – allows us to process payments safely, quickly and efficiently. In a matter of minutes we can accomplish what previously took us hours to complete – leaving us even more time to spend with the children.

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.

Please look over the Tuition Express Frequently Asked Questions. There, you will find answers to questions you may have regarding Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask. More information is available at TuitionExpress.com.

Tuition Express is 'The way we process payments at <u>(Center Name)   </u>.'

We offer the following Tuition Express payments options:

- Automated Credit Card Transactions
- Point of Sale Credit Card Transactions
- Credit Card Transactions at Check-In
- Online Payments
- Automated ACH Transactions

By completing the Tuition Express Parent Enrollment Form, you will help us make tremendous strides in simplifying our tuition and fee payment processing – strides that will allow us to spend even more time with the children in our care, and less time processing payments.

Tuition Express is a win-win-win – convenient for you, efficient for us and best for the children.

Sincerely,

(Center Name)
(Address Line 1)
(Address Line 2)

TE Sample Parent Letter #2
Preferred Payment Method

Dear Parent,

At <u>(Center Name)   </u>, we are constantly looking at ways to improve the service we provide you and your children. With this in mind, we are pleased to share with you our *preferred* method of processing tuition and fee payments.

Tuition Express – part of the Procare Software system we use to manage our center – allows us to process payments safely, quickly and efficiently. In a matter of minutes we can accomplish what previously took us hours to complete – leaving us even more time to spend with the children.

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.

Please look over the Tuition Express Frequently Asked Questions. There, you will find answers to questions you may have regarding Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask. More information is available at TuitionExpress.com.

We want Tuition Express to become 'The way we process payments at <u>(Center Name)   </u>.'

We offer the following Tuition Express payments options:

- Automated Credit Card Transactions
- Point of Sale Credit Card Transactions
- Credit Card Transactions at Check-In
- Online Payments
- Automated ACH Transactions

By completing the Tuition Express Parent Enrollment Form, you will help us make tremendous strides in simplifying our tuition and fee payment processing – strides that will allow us to spend even more time with the children in our care, and less time processing payments.

If you choose not to enroll in Tuition Express, we will assess your account a $15 Monthly Handling Fee to offset the continually rising costs associated with processing payments by hand.

Tuition Express is a win-win-win – convenient for you, efficient for us and best for the children.

Sincerely,

(Center Name)
(Address Line 1)
(Address Line 2)

Dear Parent,

At <u>(Center Name)   </u>, we are constantly looking at ways to improve the service we provide you and your children. With this in mind, we are happy to offer the convenience of automated tuition and fee payments.

Tuition Express – part of the Procare Software system we use to manage our center – allows us to process payments safely, quickly and efficiently. In a matter of minutes we can accomplish what previously took us hours to complete – leaving us even more time to spend with the children.

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.

Please look over the Tuition Express Frequently Asked Questions. There, you will find answers to questions you may have regarding Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask. More information is available at TuitionExpress.com.

We want Tuition Express to become 'The way we process payments at <u>(Center Name)   </u>.'

We offer the following Tuition Express payments options:

- Automated Credit Card Transactions
- Point of Sale Credit Card Transactions
- Point of Sale Credit Card Transactions at Check-In
- Online Payments
- Automated ACH Transactions

By completing the Tuition Express Parent Enrollment Form, you will help us make tremendous strides in simplifying our tuition and fee payment processing – strides that will allow us to spend even more time with the children in our care, and less time processing payments.

Tuition Express is a win-win-win – convenient for you, efficient for us and best for the children.

Sincerely,

(Center Name)
(Address Line 1)
(Address Line 2)