



Dear Parents,

At Zion Lutheran Preschool, we are constantly looking at ways to improve on the service we provide you and your children. With this in mind, we are pleased to announce our *preferred* method of collecting and processing tuition and fee payments.

Tuition Express, part of our ProCare Software management system, will allow us to process tuition and fee payments safely, quickly, and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete- leaving us more time with your children.

Once enrolled in Tuition Express, your tuition payments will be paid automatically through either a **bank account** (*our preferred method*) or a **credit card** (Visa, MasterCard, and Discover). Your payment will be taken at the **beginning of each month** so you never have to worry about a late fee! Zion Lutheran Preschool can produce a receipt for you or you can receive an instant email notification about each payment by signing up at www.tuitionexpress.com.

Your personal account information is safe with Tuition Express- safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

By completing the Tuition Express enrollment form, you will help us take a gigantic step forward in our payment processing- a step that will allow us to spend more time with your children and less time processing payments and making trips to the bank.

Also, please consider switching to a bank account payment which saves our school money in processing fees.

Tuition Express is convenient for you, efficient for us, but best for your children. Welcome aboard!

Sincerely,

Dawn Platchek

Director