



Dear Parents:

Our Neighborhood Learning Center is off to an exciting start! We want to thank you all for entrusting us with your students.

We are working hard to make your experience with Our Neighborhood Learning Center efficient and convenient. Tuition Express is our new system for parent communication, payment, and sign in/out procedures. You will be able to access your account from the center's Tuition Express kiosk, from any location with internet access, or from your smartphone.

As we implement Tuition Express there will be several options for tuition payment. **Please remember that payments are due on Monday. A \$25 late fee will be assessed to your account at 12:00pm on Tuesday of each week.**

Your payment options include:

- Online payments at www.tuitionexpress.com To register, use your unique Tuition Express ID number that was emailed to you. Your 4 digit registration code is _____.
- Pay at Tuition Express kiosk. When you sign your student in or out, you can access your account and pay your balance in minutes. Your Registration number is _____. Please use this number for your initial registration at the Tuition Express Kiosk. You will be asked to create a PIN and Password during registration.
- Automatic draft from credit/debit card or bank account. To make this more convenient, Tuition Express can be set up to automatically draft from your account. Our staff will not have access to this information and you have the assurance of knowing that your tuition payments will be received and processed on time, every time! To take advantage of this option, please ask for an pre-authorization form from the office.
- Paypal at www.ourneighborhoodlearningcenter.com. You have the option to continue to pay through our center website. Beginning **Monday, February 1, 2016 there will be a \$5.00 fee to use the Paypal system.**

Please make sure to check your email for instructions to Register your Tuition Express online account.

Thank you all for your patience!

Warmly,

Our Neighborhood Learning Center Staff