



First Friends Day School
1062 Fairmont Parkway
Pasadena, TX 77504
Office 281-487-8170
Fax 281-487-0913

August 24, 2009

Dear Parent/Guardian,

At First Friends Day School, we are constantly looking at ways to improve on the service we provide you and your children. With this mind, we are please to announce our new, *preferred* method of collecting and processing tuition and fee payments.

Tuition Express, which is part of our Family Account Management software, will allow us to process tuition and other charges safely, quickly and efficiently. Once enrolled in Tuition Express, your tuition and other payments will be paid automatically and on a schedule we both agree upon. We will be able to produce a receipt for the payment, or you can receive instant email notification by signing up at www.tuitionexpress.com.

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

Please look over the attached *Frequently Asked Questions*. There you find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, please feel free to call the Day School office at 281-487-8170.

By completing the enclosed Tuition Express enrollment form, you will be helping us take a huge step forward in our account processing, enabling our staff to better take care of your needs.

We want to let you know that by June 2010 (the beginning of our summer session), we are encouraging all First Friends families to be enrolled in Tuition Express. If you choose not to enroll in Tuition Express, we will begin charging a \$5 monthly 'handling fee', for continuing to process your payments by hand.

Tuition Express will be convenient for you and efficient for us. Welcome Aboard!!

Sincerely,

Debbie Sussman
Day School Director