

To the Parent/Guardian of: Sample Student Sample Art Discipline and Level Sample Address Sample City, State, Zip

As we move into the 2018-19 school year, we are glad to partner with you in your child's education. NOCCA is committed to your student succeeding in his or her goals. Student fees are assessed each year to each student at the Center. These fees cover departmental supplies, local field trip costs, a Student Services fee, and many other incidentals which arise throughout the year. If your student is participating in our full-day program, you will also be assessed an Academic Studio fee, which includes your student's technology rental charge. If you have an outstanding balance brought forward from last year, this amount is also indicated below.

Our records indicate that the following fees have been assessed to your student for the 2018-19 school year:

Total Amount Due:	\$***
Outstanding Balance:	\$***
Academic Studio Senior Fee	\$***
Academic Studio Fee:	\$***
Arts Department Fee:	\$***

For your convenience, NOCCA provides several ways for you to pay your student's fees:

- **Preferred Method: Beginning July 9, 2018**, you may pay by credit card or bank draft using the My Payments Plus portal at <u>www.nocca.com</u>. Your payment will be labeled MPP on your records. If you are making an online payment, you will need your student's identification number, \*\*\*\*\*.
- **Beginning July 9, 2018**, you may submit your cash or check/money order payment on campus between 10:00 AM and 3:00 PM, Monday through Thursday.
- You may pay immediately by mailing a check or money order made payable to NOCCA to 2800 Chartres St, New Orleans, LA 70117. These items will not be processed until July 9, 2018.

If you need financial aid for your Arts Department Fee or Academic Studio Fee, please fill out the Term Time Financial Aid Application (enclosed) by the required date. All Department Fee balances and Academic Studio Fee balances will be due one week after you receive your financial aid award notification. These award notifications are typically mailed to you in September.

**Registration must be complete before the start of school**. Please do not jeopardize your student's enrollment status by ignoring this matter. Students will not be allowed to participate in any classes until EITHER fees are paid OR the green Financial Aid application is complete. All fees are non-refundable and are subject to change.

Thank you for your prompt attention to this important element of your student's education at NOCCA. If you need assistance with your transaction, please call the Fiscal Affairs office at (504) 940-2814.