



Dear Parents

At Child Development Center, 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 two new methods of collecting and processing tuition and fee payments. We do believe both of these methods provide a more convenient option for you.

Tuition Express, part of our ProCare Software management system, will allow us to process tuition and fee payments safely, quickly and efficiently through the sign in kiosk or by automated payments. All of your personal account information is safe with Tuition Express.

#### **AUTOMATED PAYMENT SYSTEM**

The Automated Payment System allows you to automatically pay your tuition on a scheduled basis, either from a bank account or credit card. Attached is an enrollment form, as well as *Frequently Asked Questions* page. Once your completed enrollment form is received, you will be contacted by the Child Development Center to set up an agreeable schedule for this automated payment. A receipt can be provided at the center or an instant e-mail notification when a payment is made.

#### **PAYMENT AT THE SIGN - IN CENTER**

The Sign-In center will be fitted with a swipe-style card reader. Upon signing in, you will see a new icon that will allow you to pay the tuition due by a credit card. The amount shown will be the tuition and fees due. You will be able to edit this amount either up for a prepay option or down to a minimum amount due. Once the payment is made an e-mail notification will be sent out immediately.

Of course, we will still be accepting cash or checks and for a limited period of time, processing credit or debit cards via telephone to our administrative office. We believe that these new methods will be more convenient and secure for you and less time-consuming for us. At this time, there will be no \$2.75 credit card processing fee with the Automated or Sign-In Center payment.

If you have any further questions, please do not hesitate to contact your Center's Director

Thank you

To use either of these methods a valid e-mail address needs to be assigned to your account

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Parent/Guardian Name

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Child Name

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E-mail Address

# Tuition<sup>®</sup> Express

*Automated Payment Processing  
Safe – Convenient – Easy*

We are excited to offer the safety, convenience and ease of Tuition Express<sup>®</sup>—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)		Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For Official Use Only

Date Received

Employee Signature

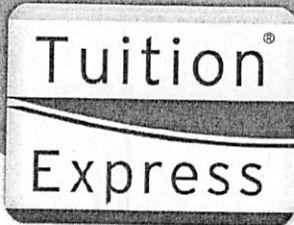
John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: <u>Attach Voided Check Here</u> \$		
Deposit slips not accepted _____ Dollars		
123456789	1000330	0226
Routing Number	Account Number	Check Number

A service of



procure  
SOFTWARE<sup>®</sup>





*Convenient and Safe  
On-time Payments*



## PARENT FAQs

We are excited to offer automatic payments through Tuition Express. It is no longer necessary for you to write a check for tuition and fees. Your bank or credit card account will be safely and securely debited by Tuition Express. You can be emailed a receipt for each transaction. It's easy to sign-up – just ask us.

### Frequently Asked Questions

**When I pay my tuition automatically, how secure is my account information?**

Very secure – more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account or worse, steal your identity. Automatic payments greatly reduce this potential problem by limiting the amount of information available and who has access to it. Tuition Express also incorporates additional security procedures, utilizing 128 bit encryption.

**What if the childcare center makes a mistake and takes out too much money?**

Report the error to your childcare center immediately – it was most likely an honest mistake. The childcare center will then adjust your account accordingly.

**What if my childcare center and I disagree about a payment?**

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your childcare provider will work closely to resolve the issue in a timely manner.

**Does this form of payment give the childcare center access to my account?**

Nobody at the childcare center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider when it is due and payable.

**How will I know when a payment was taken out of my account?**

Your childcare expenses will be taken out of your account on a schedule that you and the childcare center agree upon. Your childcare center has the ability to print statements for your records prior to the withdrawal of any money. Additionally, the charges will show up on your monthly statement as "Tuition Express".

**When I sign up for Tuition Express, how will this help my childcare provider?**

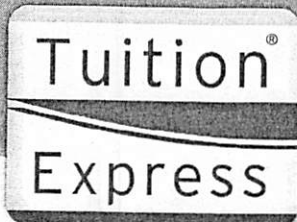
Your childcare provider has chosen to offer Automatic Payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Most importantly, Automatic Payments reduce the amount of time your childcare center spends on management activities, giving staff more time to spend with the children.

**How do I get started?**

Simply complete the "Payment Authorization" form and return it to your childcare provider. They will do the rest! For more information on automatic payments, visit [www.directpayment.org](http://www.directpayment.org). This is an excellent resource explaining the system and its benefits.

**Where can I learn more?**

For more information on the benefits of Tuition Express, please visit us at [www.tuitionexpress.com](http://www.tuitionexpress.com).



**Automated Payment Processing**  
**Safe – Convenient – Easy**



## WHAT PARENTS SAY



**Join thousands of parents who  
enjoy the safety, reliability and  
convenience of Tuition Express**

I have been using Tuition Express for almost two years. Never once have I experienced a problem. Tuition Express is the best payment processing service available. Take my advice, put your checkbook down and sign up for Tuition Express today.

**Sabrina Kanganis, Tampa, FL**

Before I began using Tuition Express I was always late with my payment which jeopardized my place at the center. Now my payments are on time and I get instant email notification when the payment is made. What a relief!

**Rebecca Sanchez, Reseda, CA**

We are on board with anything that makes our lives a little easier. Best of all we receive our receipts via email so we can get our Flex Plan reimbursement quicker. Thanks Tuition Express, you rock!

**Steve and Eileen Gravel, Portland, OR**

If I don't have to take my checkbook out to write a check I'm a happy mother. Tuition Express has made paying my childcare provider simple and easy. I receive my receipt by email and enter the payment into my checkbook; done! Thanks Tuition Express.

**Hadida Goldfarb, Brooklyn, NY**

We had a few problems with paying bills at our bank's online web site so we were concerned. We signed up for Tuition Express last January and have never had a problem. Could you please teach our bank how automatic payments "should" be done?

**Jessie & Erika Varis, Atlanta, GA**

I was a bit paranoid allowing the center to draft my checking account, but after I found out how safe and secure Tuition Express was, I signed right up! And, Tuition Express' web site allows me to receive my payment receipts via email so I know when and how much was drafted.

**Jeff Limiter, Nashville, TN**

I am so glad I don't have to write a check anymore. Tuition Express charges my credit card and best of all I receive frequent flyer miles for each payment. Thanks for making my life a little easier Tuition Express.

**Sharnette Brown, Louisville, KY**

We pay most of our bills electronically so it was easy for us to convert to Tuition Express. We wouldn't have it any other way.

**Mr. & Mrs. Domino, Grand Junction, CO**

**Ask your childcare  
provider about it today!**