



ProCare Software

## Hop aboard the Tuition Express and never write a check again!

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're picking up your child at the end of a hectic day. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit [www.tuitionexpress.com](http://www.tuitionexpress.com).

### For Bank Account Authorization, complete and return to center management

#### ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) authorize \_\_\_\_\_, (called "CENTER" in this Authorization) to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize CENTER to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize CENTER to use the third party sender, Tuition Express\* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law.

**Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.**

Your Name _____		Phone # _____	DEPOSITORY - Bank or Credit Union Name _____		
Address _____		Bank or Credit Union Address _____			
City _____	State _____	Zip _____	City _____	State _____	Zip _____
			Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		

Routing Transit Number (see sample below)

Account Number (see sample below)

This authorization will remain in full force and effect until I (we) notify the CENTER in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Record Retention Notice: The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express™ program.

\*Tuition Express is an assumed business name of Blum Investment Group, Inc.



Routing Transit    Account    Check  
Number            Number        Number

**Please attach a copy of a voided check here. Deposit slips not accepted.**





TUITION

Express

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### *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).

**Join the thousands of parents who enjoy the safety, reliability and convenience of paying their tuition and fees via 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 in my email box 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*

**Safe  
Reliable  
Convenient**



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



Optional: You may fill this out if you wish to have payment automatically deducted each Friday

**TuitionExpress.com**

*Your provider will issue you a unique Tuition Express account number.*

### **What is Tuition Express?**

Tuition Express™ is the premier payment processing service in the childcare industry. As one of the many benefits offered by Tuition Express, parents have the ability to receive their payment receipts via email. TuitionExpress.com keeps parents in-touch with their childcare center and their personal finances. Here are some of the features of TuitionExpress.com:

- Receive all your Payment Receipts via email.
- Email notification of all Non Sufficient Fund (NSF) items or Declined Credit Card transactions.
- View and print Transaction History reports.
- Re-generate past email payment notifications.
- All receipts are Flexible Spending Account qualified (provided center has submitted required data).
- Easy access to change email addresses notifications are sent to.

### **How to Register at TuitionExpress.com**

- Your childcare provider will issue you a unique Tuition Express ID number. Please see Miss Mandi for this Number
- Go to <http://www.tuitionexpress.com> and click on "My Account".
- Click the "Click here to Register" link to begin the account set up.
- Enter the Tuition Express ID number and the Last 4 digits of your bank or credit card account number.
- Create a User Name and Password
- Type in your email address and check the box "Receive Notification"
- Click "Submit". When you receive an email from Tuition Express click on the link to confirm your email address.

### **Facts about Automatic Payments**

- Automatic Payments have been around for more than 30 years and uses the same network as Automatic Deposits. More than 2 billion transactions a year are made via Automatic Payment.
- Each Automatic Payment is deducted from your account on the due date of each payment cycle so it is easy to track..
- Automatic Payments are confidential transactions. Just one or two people see them. In contrast, checks pass through three to nine hands as they are processed. PLUS, they have all the information available for a criminal to steal your identity.
- Automatic Payments help you maintain a good credit rating because bills are paid on time, every time.
- Record keeping is easy. Each bill paid automatically from your checking account or credit card is listed on your monthly statement.
- Consumers who use Automatic Payment are protected by the Electronic Funds Transfer Act of 1978, known as Federal Regulation E. [www.bankersonline.com/regs/205/205.html](http://www.bankersonline.com/regs/205/205.html)
- Automatic Payment saves you money. It costs consumers close to \$100 a year in time and Automatic costs, such as postage, to pay bills by check instead of using Automatic Payment.
- Automatic Payments is great for travelers — since bills are paid automatically, you do not have to worry about them when you are out of town.