



Automated Payment Processing Safe – Convenient – Easy

Automated Payment Registration

We are excited to offer the safety, convenience and ease of Tuition Express®—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: Attach Voided Check Here \$ _____ | | |
| Deposit slips not accepted _____ Dollars | | |
| 123456789 | 1800338 | 0226 |
| Routing Number | Account Number | Check Number |





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Online Payment Registration

We are excited to offer the safety, convenience and ease of Tuition Express Online Payments. You can process on-time tuition and fee payments with your credit card at www.tuitionexpress.com

TUITIONEXPRESS.COM REGISTRATION

As a customer of _____ (business name), I (we) wish to register at www.tuitionexpress.com for the purpose of making Online Payments using a credit card.

PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Cardholder Signature _____ Date _____

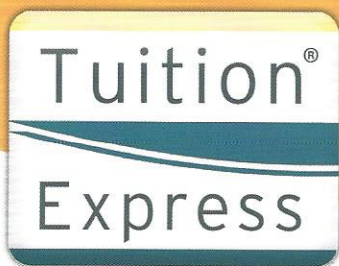
Website Registration Code: _____ (Please select a 4 digit PIN that will be used when you register at TuitionExpress.com)
4 digits

| |
|------------------------------|
| For Official Use Only |
| |
| Date Received |
| |
| Employee Signature |
| |

A service of



procure
SOFTWARE®



*Convenient and Safe
On-time Payments*



Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

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 by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

What if the child care provider makes a mistake and takes out too much money?

Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care 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 child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care 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 is taken out of my account?

Payments will be taken out of your account on a schedule that you and the child care provider agree upon. Your provider has the ability to email (or print) statements for your records prior to the withdrawal of any money. Additionally, charges will show up on your monthly statement under "Tuition Express".

When I sign up for Tuition Express, how will this help my child care provider?

Your child care 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. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

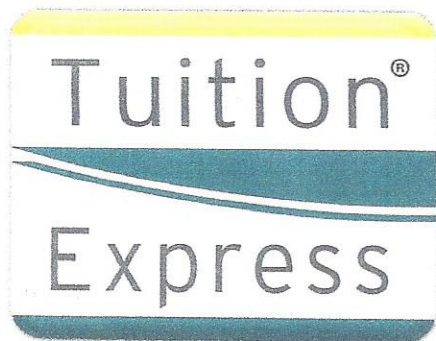
How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at tuitionexpress.com.

SIGN UP NOW!



TAKE ONE

Automatic Payment Processing Safe – Convenient – Easy

We are excited to offer you the convenience of Tuition Express – an automated payment processing system that allows you to pay tuition and fees four ways.

- Online Payments
- POS/Credit Card Swipe
- Recurring credit card payments
- Recurring bank-to-bank transactions

Tuition Express is a Payment Card Industry Level 1 Service Provider and it is the premier payment processing solution in the child care/early education industry.

- Check your balance online
- Free Email Payment Notifications
- Over 12 million safe transactions since 2003

Ask us to sign up now!
(it only takes a moment!)

"TUITION EXPRESS is safe, convenient and the easiest way I've ever paid tuition ..."

Allison Jackson – Phoenix, AZ

Since 2003, Tuition Express has safely and conveniently processed billions in tuition and fee payments. Your account information is safe. Write checks no more. And easily make your payment on time, every time.

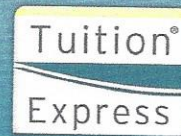
Tuition Express Frequently Asked Questions

- **How secure is my account information?**
As secure as it gets. Tuition Express is a Payment Card Industry (PCI) Level 1 Service Provider. Your account information could not be safer.
- **How will I know a payment has been processed through Tuition Express?**
If you process the payment online or by swiping your credit card, you'll know first-hand. When your provider processes a payment via Tuition Express, you'll receive a free emailed receipt.
- **What if my provider makes an error and debits my account too much?**
Report the error to your provider immediately – it was likely an honest mistake. The center will adjust your account accordingly.
- **What if my provider and I disagree about a payment?**
If you feel the payment should not have been processed, you have the right to dispute the charge. Contact your bank or credit card company.
- **Does Tuition Express give my provider access to my account?**
No. No one at the center has access to your account. By using Tuition Express, you're simply giving your credit card company or bank permission to release what you owe to the center when it is due and payable.
- **Why should I use Tuition Express?**
It's safe, convenient and easy. And it makes processing tuition and fee payments easier for your provider – giving their staff even more time to care, nurture and teach your child.

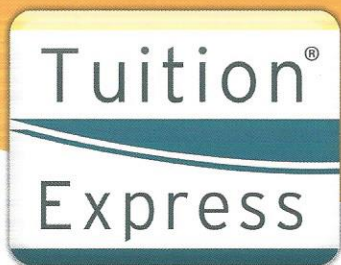
Tuition Express is a service of Procure Software



procure
SOFTWARE®



For more information visit
www.tuitionexpress.com



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After you've read the comments by other parents, we're sure you'll be happy to join the thousands who enjoy the safety, reliability and convenience of paying their tuition using 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 & 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 child care 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 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

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, the Tuition Express website 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 had a few problems with paying bills at our bank's online website, 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

**Ask your child care
provider about it today!**