



## Bright Beginnings Learning Center & Daycare at The United Methodist Church at Newfoundland

**Director:** Linda Brownlee  
School: 973-874-0493  
**Pastor:** Rev. Jennifer Lovallo  
Church: 973-697-2877

At Bright Beginnings, we are constantly looking for ways to improve the service we provide to you and your child. With this in mind, we are moving exclusively to the Tuition Express program for processing tuition for the 2016-2017 school year.

Tuition Express, part of the Procure Software system we use to manage our center, allows us to process payments quickly, efficiently, and most importantly, securely. In a matter of minutes we can accomplish what previously took hours to complete. Tuition Express is a PCI Level 1 Service Provider so your personal account information could not be safer.

We offer the following Tuition Express payment options:

- Online Payments – automatically deducted from your account each month
- Automated ACH Transactions – your online TE account will allow you to process your payment each month
- Credit Card payments – connect your Visa or Mastercard credit card to pay your tuition and take advantage of your card's

Attached is the Tuition Express FAQ sheets that have more detailed information on the system. More information is available on their website at [www.TuitionExpress.com](http://www.TuitionExpress.com). If you still have questions, please feel free to ask!

Please complete the Tuition Express Enrollment form and return it to the school so we can get it entered into the system.

Thank you for making our school run more efficiently!

Blessings,

Linda Brownlee  
Director  
Bright Beginnings Learning Center and Daycare



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**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 256-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?**

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Payments made electronically will post to this statement with the Tuition Express label. Statements issued through your bank or credit card provider will display the name of your child care center for debited transactions.

### **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](http://tuitionexpress.com).

## ***What is TuitionExpress.com?***

At TuitionExpress.com you may register to make online payments to your child care provider, check your balance, sign up for email notifications, etc. Some services, such as the ability to make online payments, or use a credit card, are at the discretion of your provider and may or may not be available.

## ***Is it free?***

Yes. All services are free to parents and guardians whose child care provider uses Tuition Express®.

## ***Do I need to complete an Authorization Form?***

It depends on how payments will be made:

- If your child care provider will be collecting automatic payments from your bank account or credit card you must complete an authorization form available through your provider.
- If you are making online payments only (your child care provider will not be automatically collecting any payments) then no authorization form is needed.

## ***ID Number, Bank Account or Registration Number***

You'll need two numbers to register the very first time at TuitionExpress.com.

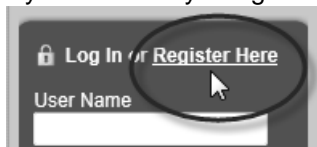
1. The first number is your unique Tuition Express ID number which will be given to you by your child care provider.
2. The second number depends on how payments will be made:
  - a. If your provider will be collecting automatic payments you'll need the last 4 digits of the bank account (or credit card number) from which you have agreed to pay your provider.
  - b. If you are making online payments only (your child care provider will not be automatically collecting any payments) then you must GIVE YOUR PROVIDER the 4 DIGIT REGISTRATION NUMBER you want to use - just for the purpose of getting registered.

Hint: This could be the last 4 digits of your phone or social security number, or any number that is easy to remember.

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

You'll register once to establish a user name and password you'll use each time you log in to TuitionExpress.com.

1. Go to TuitionExpress.com
2. If you have previously registered enter your *User Name* and *Password* then click *Log In*.
3. If you have not yet registered click the *Register Here* link (left side) to set up your account:



- a. Then enter the *Tuition Express ID* number given to you by your child care provider.
- b. Enter your *Registration Code*. This is either the last 4 digits of the bank account or credit card number (used to make payments) or the 4 digit code you chose with your child care provider.
- c. Select a *Username* and *Password*. Then *Confirm the Password* and click *Register*.

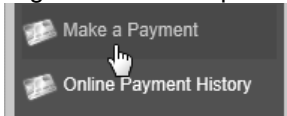
Hint: Forgot your username or password? Just re-register.

- d. Follow the on screen instructions to complete the process.

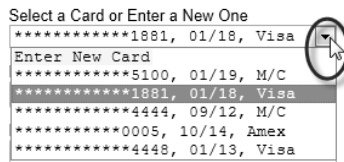
## Making Online Payments

If your child care provider allows online payments you may make a payment now or schedule one for the future.

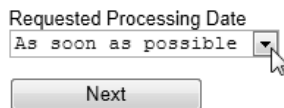
1. Log in to TuitionExpress.com and click *Make a Payment* (left side).



2. Click either *Use Credit Card* or *Use Bank Account*. You may have one or both options depending on how you are set up with your child care provider.
3. For Credit Cards:
  - a. Click the *Select a Card* drop down list to choose an existing card or *Enter a New Card*. For a new card enter the information and click Save Card. If no cards have been set up you'll automatically begin at the "new card" screen.



- b. Once the card has been selected enter a *Payment Amount*, choose a *Requested Processing Date* (lower right) and click *Next*.



- c. Confirm the amount, card being used and processing date then click *Submit Payment* (or *Back* to make changes).

**Balance as of 20 Sep 2011: \$125.00**  
Transmitted to Tuition Express by your child care provider

**Payment Summary**  
Amount : \$125.00  
Type : Visa  
Card : \*\*\*\*\*1881  
Processing Date : 22 Sep 2011



4. For Bank Accounts:
  - a. Enter a *Payment Amount*, choose a *Requested Processing Date* (lower right) and click *Next*.
  - b. Confirm the amount, account type and processing date then click *Submit Payment* (or *Back* to make changes).

## Online Payment History

To check the status of online payments and view a history of recent payments click *Online Payment History* (left side).

## Email Notifications

Choose to receive email notifications from your child care provider if/when payments are automatically collected from your bank account or credit card.

1. Click *My Profile* (left side).
2. Enter or change your *Email Address*.
3. Check the box to *Receive Notifications* and click *Update*.

## Reports

To print a report like a Payment Summary or Transaction Receipt click Reports (left side) and select a report from the drop down list.

## Account History

To see which credit cards and/or bank accounts have been set up for automatic payments (does not include parent initiated online payments) click *Account History* (left side).



# Automated Payment Processing Safe – Convenient – Easy

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. \_\_\_\_\_ (initial) 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)

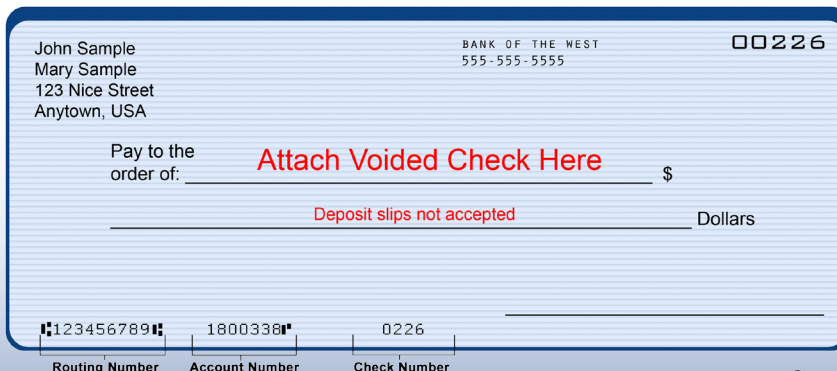
_____		_____	
Cardholder Name		Phone #	
_____		_____	_____
Cardholder Address		City	State Zip
_____		_____	
Account Number		Expiration Date	
_____		_____	
Cardholder Signature		Date	

#### 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



A service of





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

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](http://www.tuitionexpress.com)

**TUITIONEXPRESS.COM REGISTRATION**

As a customer of \_\_\_\_\_(business name), I (we) wish to register at [www.tuitionexpress.com](http://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

<b>For Official Use Only</b>
<b>Date Received</b>
<b>Employee Signature</b>

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