

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, as you're picking up your child at the end of a hectic day. Your account will be safely and securely debited by Tuition Express, giving you peace of mind, knowing your tuition is being paid when it's due. It's easy to enroll and even easier to participate. You'll join millions who already pay mortgages, car payments, and childcare tuition automatically. Tuition Express is convenient and safe for you, and it helps us do a better job caring for your child.

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 procedure, 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. 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 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. Secondly, 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. 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.

Dear Parent,

At St. James Learning Center, we are constantly looking at ways to improve the service we provide you and your children. With this in mind, we are happy to offer the convenience of automated tuition payments.

Tuition Express, a feature of the Procure Software system we use to manage our center, allows us to process payments safely, quickly, and efficiently. In a matter of minutes we can accomplish what previously took us hours to complete – leaving us even more time to spend with the children.

We want Tuition Express to become the only way we process payments at St. James Learning Center.

Tuition Express is a PCI Level 1 Service Provider, which means your personal account information is extremely secure. Automated payments are proven safer than paying by check – the potential for check fraud and identity theft are eliminated.

Please look over the Tuition Express “Frequently Asked Questions”. There, you will find answers to questions you may have regarding Tuition Express or automated payments in general. If you have further questions, don’t hesitate to ask. More information is available at TuitionExpress.com.

At this time we are offering Automated ACH Transactions. ACH transaction is a draft from your checking or saving account for your monthly tuition. We are not accepting credit card payments.

By completing the Tuition Express enrollment form, you will help us make tremendous strides in simplifying our tuition and fee payment processing – strides that will allow us to spend even more time with the children in our care, and less time processing payments.

Tuition Express is a win-win-win – convenient for you, efficient for us and best for the children.

Sincerely,

Ashley Minchew, Director

**St. James Learning Center
321 Pleasant Valley Dr.
Little Rock, AR 72212
501-217-6740**

Tuition Express

We are excited to offer the safety, convenience and ease of Tuition Express – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION
FOR _____ ACCOUNT
Child's Name**

I (we) hereby authorize **St. James Learning Center** to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

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

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____

Bank or Credit Union Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

PLEASE ATTACH A VOIDED CHECK HERE