

# Willow Bend Learning Center

## PAYMENT OPTIONS:

- **Tuition Express:** For the convenience of our parents, we offer the **Tuition Express** advantage. Tuition Express gives you the option of making your tuition payments by **electronic bank draft or credit card**.
- **Methods of Payment:** Payment is accepted by *recurring credit or debit card, as needed* via the **Procare Parent Connect app, recurring electronic bank draft, or check or money order**, made payable to WBLC.
- **Regardless of which payment option you choose**, you are **still required to fill out the Tuition Express Credit Card Payment Authorization form**. *Your preferred method of payment or your credit card on file may be used in the event of NSF checks, credit card declines, improper termination, other fees charged as per the Center's policies, and any other past due balances.*
- **Returned Payments:** A **\$30.00 NSF fee** will be charged on all declined checks and credit cards. For frequent declines, and on management discretion, you may be required to pay by **money order only**.

Apart from the ease and convenience, there are several other advantages to this:

- ✓ End of late payment charges
- ✓ You can receive automatic **payment notifications** via e-mail (log on to [www.tuitionexpress.com](http://www.tuitionexpress.com))
- ✓ You can **pay remotely** at your convenience on the **Procare Parent App**. 3% credit card fees apply.
- ✓ You can create a personal log in account with Tuition Express to view and print your **payment history, monthly statements/receipts** (for dependant care accounts), annual statements (for tax purposes)
- ✓ If you choose the credit card option, you can accumulate **air miles or cash back bonuses** (as per your credit card company)
- ✓ **Credit or Debit cards** may be used for **one-time payments or Bi-weekly billing cycles**.
- ✓ **Automatic Bank Draft** may be used for **Bi-weekly or Monthly billing cycles**.

I, \_\_\_\_\_ parent/guardian of

(Child's Name) \_\_\_\_\_

do hereby choose the following billing cycle and method of tuition payment:

- **Tuition Cycle:** The payment frequency may be chosen upon admission and can only be changed at the beginning of a calendar year, if elected before January 1<sup>st</sup>. Please select one of the following tuition billing cycles which may be used for your account:
  - Biweekly** (*every other Friday*)
  - Monthly** (*1<sup>st</sup> of every month*) (*not currently offered*)
- **Payment Method:** Please select one of the following payment methods to pay for your account:
  - OPTION 1: Credit or Debit Card Payment-** If you choose to have your tuition *automatically* charged to your **credit or debit card**, your card will be run on the same day as your account is billed. **If you use this method for tuition payment** your account will be charged a **convenience fee equaling 3% of the total tuition**. (e.g. on a biweekly tuition of \$500.00 you will be charged an additional \$15.00, so your total charge will be \$515.00) *A 1-week written notice is required to change the credit card on file.*
  - OPTION 2: Payment through the App-** You have full control over your payments and can avoid late fees by paying through the Procare Parent Connect app. You can view your balance and print statements at any time and make payments at your convenience. A **3% convenience fee** applies to all payments made through the app.
  - OPTION 3: Electronic Bank Draft-** If you choose to pay by *recurring electronic bank draft or ACH*, your bank account will be debited on the same day as your account is billed. If you use this method for tuition payment your account will be charged a **convenience fee of \$1.00 per withdrawal**. *A 1-week written notice is required to change the account information on file.*
  - OPTION 4: Check or Money Order-** You can continue paying your tuition in the traditional way by check or money order at the front desk. **We do not accept cash payments.**

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_



**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 Number    Account Number    Check Number

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

Check here if this information is new or different from what we have on our records.

Child's Name: \_\_\_\_\_

**Note: Regardless of which option you choose, you are still required to fill out the Tuition Express Credit Card Payment Authorization form. Your preferred method of payment or your credit card on file may be used in the event of NSF checks, credit card declines, improper termination, other fees charged as per the Center's policies, and any other past due balances.**



For Credit Card Authorization, complete and return to center management.

CREDIT CARD PAYMENT AUTHORIZATION

I (we) hereby authorize \_\_\_\_\_ (called "CENTER" in this Authorization) to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I (we) understand that the charges to the below referenced credit card account will be based on charges that are due and payable at the time of the credit card transaction. I (we) understand that this agreement is between myself (us) and the below referenced "CENTER". I (we) authorize CENTER to utilize Tuition Express\* to capture, create, and transmit all credit card information. I (we) indemnify and hold harmless, Tuition Express from any and all liability resulting from any and all transactions. All disputes will be directed to and addressed by and between CENTER and the below signed cardholder. I (we) understand that to properly affect the cancellation of this agreement, I (we) are required to give CENTER written notice of revocation. A minimum of 5 business days is required to affect revocation.

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

Form with fields for Cardholder Name, Phone #, Cardholder Billing Address, Account Number, City, State, Zip, Expiration Date, Cardholder Signature, and Date.

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Check here if this information is new or different from what we have on our records.

Child's Name: \_\_\_\_\_

Parent Acknowledgement: I have received a copy of the Center's policies and I understand that regardless of which payment option I choose, I am still required to fill out the Tuition Express Credit Card Payment Authorization form. This form will stay on file and either my preferred method of payment or my credit card will be charged to settle all unpaid balances on my account due to NSF checks, credit card declines, improper notice of termination, other fees charged as per the Center's policies, and any other past due balances. A 3% fee transaction charge in addition to the \$30.00 NSF charge, will be added to the total balance.

Parent/Guardian's 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.

For Official Use Only: Date Received: \_\_\_\_\_ Employee Signature: \_\_\_\_\_