



### **Payment Information for Community Preschool and Childcare**

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently.

Once enrolled at Community Preschool and Childcare, your contact information becomes registered in our management system. Your given email allows you to process tuition and payment fees and access your payment reports. A 3% processing fee will be charged.

Please go to [www.MyProCare.com](http://www.MyProCare.com) and log in with your given email to process the following forms of payment:

- Credit Card Point of Sale
- Recurring Payments
- Online Payments
- Payment History

If you would like to authorize an electronic funds transfer from your bank account, please complete Section B of the attached Tuition Express Form.

Payment by cash and check are also options. Please hand your check or cash payment to the Director in room 5. Payments can also be made in the church office near the Northcote Ave. entrance.

Please see page 3 of our Parent Handbook for further information regarding tuition and fee schedules.



# 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. 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

