



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.

For Bank Account Authorization, complete this side and return to center management.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) hereby authorize Professional Solutions, as agent on behalf of, The LEAP School to initiate debit entries to my Checking or Savings Account indicated below at the depository financial institution hereafter called DEPOSITORY. I (we) authorize Professional Solutions to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees which are due and payable. I (we) acknowledge that the origination of ACH transactions to my 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 _____

DEPOSITORY - Bank or Credit Union Name _____

Address _____

Bank or Credit Union Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____

Account Number (see sample below) _____ Type: Checking Savings

This authorization shall remain in full force and effect until I (we) notify you in writing of its termination in such time and in such manner as to afford Professional Solutions - Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Under no circumstances shall this time be less than 5 business days.

Signature _____

Date _____

(Please attach a copy of a voided check below - deposit slips not accepted)

John Smith Sally Smith 123 Main Street Anytown, OR 97504	18-6026 / 2149	1420
	DATE _____	
PAY TO THE ORDER OF _____	\$ _____	
		Dollars
Anytown Bank Anytown, OR		
Memo _____		
⑆ 105742104⑆	57824511⑆	1420

Routing Transit Number

Account Number

Check Number

TUITION EXPRESS

The LEAP School employs a direct debit system called *Tuition Express*, for our monthly and quarterly billing. Parent or sponsor designated bank accounts are directly debited on the 15th of each month which is the normal due date for invoices. With *Tuition Express*, your tuition is taken out of your account on a predetermined calendar that allows you predictability for cash flow purposes. A process that normally takes LEAP several hours takes a matter of minutes. In addition, both LEAP and our parents save on the cost of paper, ink, postage, envelopes and bank fees. Automatic payments can be safer than writing checks, eliminating potential fraud or identity theft. Parents are able to log into the *Tuition Express* website and view transactions as well as request email notification each time a payment is made.

FAQ's:

1. 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 procedures, utilizing 128-bit encryption.

2. How are payments made?

Payments are withdrawn from your checking or savings account.

3. How will I know when a payment was made?

Your childcare expenses will be taken out of your account on a schedule that you and the childcare center agree upon. You may sign up for email notification to be sent when a payment is made. Your childcare center also has the ability to print statements for your records.

4. What if the center makes a mistake?

Report the error to your childcare center immediately. It was most likely an honest mistake. The center will then adjust your account accordingly.

5. 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.

6. Does the childcare center access to my account?

Nobody at the childcare center has access to your bank 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.

7. 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. Second, 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.

8. 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.

Please call the LEAP School Admissions & Administration office with any questions. #781-861-1026 ext. 0