



Automated Payment Processing Safe – Convenient – Easy

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 **BANK ACCOUNT** AUTHORIZATION

I (we) hereby authorize The Caring 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 your 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

Checking Savings

Routing Transit Number (see sample below) Account Number (see sample below)

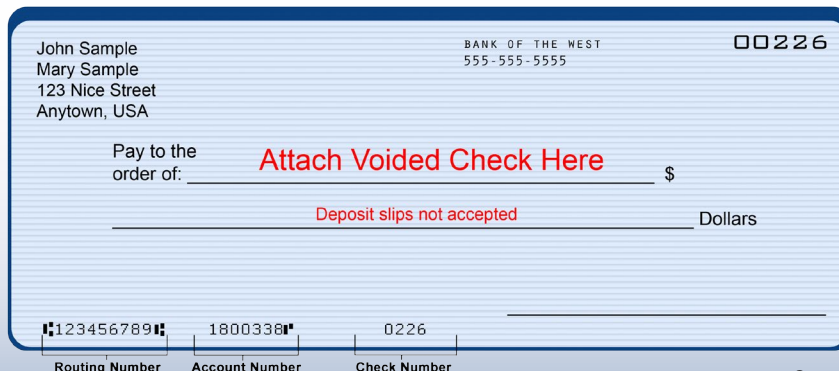
Signature Date

Please provide a voided check for verification purposes.

For Office Use Only

Date of Entry/Received

Office Manager's Signature



A service of



The Caring Center – Tuition FAQ
Billing, Payments & Tuition Express

When are payments due?

Tuition is payable the first Monday of a pay week and due at the latest by the following Wednesday before 12pm.

When do I get my statement?

Statements are emailed the Friday before the next two sessions. Please be sure to provide to us an email that you monitor regularly.

Are there late fees?

Yes, payments received after 12pm on the first Wednesday of a session will accrue a late fee of \$10.00.

Can I make payments ahead of time?

Yes, and we can help you pre-calculate your balance. Tuition charges will follow a consistent schedule.

What if I can't make a payment on time?

The Caring Center understands that there may be extreme circumstances or emergencies that can prevent you from making payments. Please communicate this with Shenya, as we are always willing to work with our families.

I have more than one child--can I complete only one Tuition Agreement form?

Separate Tuition Agreement forms must be completed for each child.

What payments are accepted at The Caring Center?

We accept cash, checks, money orders and automatic payments via Tuition Express. We are unable to process debit and credit cards.

I have funding or I need funding, can someone help me with the process?

Please contact Shenya directly.

How do I make automatic payments?

Complete a Tuition Express Authorization form and submit it to the office with a voided check or a bank issued account verification document. Electronic submissions are accepted.

What is Tuition Express?

Tuition Express is an automatic payment application. At this time, The Caring Center only accepts payments issued directly from your bank account. This is due to the additional fees that Tuition Express charges families to process debit/credit payments.

What if I no longer want to pay through Tuition Express?

Your Tuition Express account is active during your child's periods of enrollment. We can cancel your Tuition Express account upon your request. Payments initiated before your authorization will result in funds being withdrawn before the cancellation is complete.

When are funds withdrawn for Tuition Express/what is the payment schedule?

Please refer to our "Payment Schedule" document. We only process batch withdrawals according to our billing cycle/payment schedule. Requests to make an exception to process a payment separate from our schedule will result in a \$150.00 charge. This is because we are charged a flat rate fee to run Tuition Express auto-withdrawals, regardless of how many accounts are actually processed.

What sessions do my registration fee cover?

Your registration fee covers the 2019-2020 school year and summer 2020.

When is my registration fee for next year (2020-2021) due?

Registration for the following school year begins in February – March of 2020. The registration fee is non-refundable and due upon our receiving your enrollment forms in order to consider placement for your child.

What if I am late picking my child up?

The Caring Center hours are 6:30am – 5:45pm. Your account will be assessed a late charge of \$1.00 per minute for pick-ups after the 5:45pm closing time.