



Central Massachusetts

Salem Sq \_\_\_\_\_

Westboro \_\_\_\_\_

Roosevelt \_\_\_\_\_

Wawecus \_\_\_\_\_

Camp Wind in the Pines \_\_\_\_\_

## Early Education & Child Care Tuition Express

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Enrollment \_\_\_\_\_

Tuition Express is a program that allows your child care tuition balance to be automatically deducted from your checking or savings account or charged to your credit card. Not only can you choose the account from which the payments are made, you can also choose from 3 timing options: monthly, biweekly (you choose which week is the off week) or weekly.

Please fill out the information requested below and on the reverse side of this form, and return form to the center Director in order to start using Tuition Express.

Parent Name: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Timing Options (select one):

- Weekly Deductions (deductions will be taken every Friday)
- Biweekly Deductions (deductions will be taken every other Friday)  
Please specify which Friday you want deductions to start: \_\_\_\_\_
- Monthly Deductions (deductions will be taken every month on the 5<sup>th</sup> of the month)

**Please note that deductions are sent to the bank on Thursdays, for Friday processing. Processing maybe done as early as 12:01 am Friday, so please have funds available then. Please check with your bank regarding processing times.**



**Hop aboard the Tuition Express  
and never write a check again!**

ProCare Software

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.**

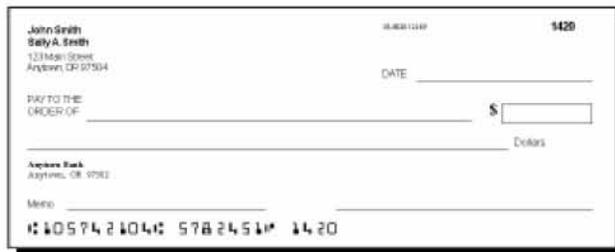
Your Name _____		Phone # _____	DEPOSITORY - Bank or Credit Union Name _____	
Address _____		Bank or Credit Union Address _____		
City _____	State _____	Zip _____	City _____	State _____ Zip _____
			Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Routing Transit Number (see sample 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 _____
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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    Account    Check  
Number            Number    Number

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



**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.**

_____	_____
Cardholder Name	Phone #
_____	_____
Cardholder Billing Address	Account Number
_____	_____
City    State    Zip	Expiration Date
_____	_____
Cardholder Signature	Date

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For Official Use Only:

Date Received: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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