

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 Number: _____

Timing Options (selection one):

- ☐ Weekly Deductions (deductions will be taken every week on Friday)*
- ☐ Biweekly Deductions (deductions will be taken every other week on Friday)*
Please specify which Friday you want deduction to start: _____
- ☐ Monthly Deductions (deductions will be taken every month on the 5th of the month)

*Please note that we are required to send deduction information to the processing center on Thursdays before 4:00 p.m., for Friday processing. Processing maybe done as early as 12:01 am Friday, so please have funds available by the end of the day on Thursdays. Please check with your bank regarding processing times. Some banks may deduct funds as soon they are notified of the upcoming Friday withdrawal, primarily when a debit card is used.