



Preschool/Nursery Tuition



	<u>Total</u>		<u>Monthly</u>
4 day (3 hr) preschool	\$2,115	or	\$235
3 day (3 hr) preschool	\$1,620	or	\$180
3 day (2.5 hr) preschool	\$1,440	or	\$160
2 day (3.0 hr) preschool	\$1,305	or	\$145
2 day (2.5 hr) preschool	\$1,215	or	\$135
2 day nursery school	\$1,125	or	\$125

****Tuition is due by September 1, 2017.****

The remaining payments (7) are due on or before the 1st day of each month October 2017 - April 2018.

Payments received 5 business days after the 1st of the month are subject to a \$25 LATE FEE, declined credit card payments are subject to a \$5 FEE, and all NSF payments are subject to a minimum \$25 FEE. More than one month in arrears is subject to exclusion and \$50 RE-ENROLLMENT FEE.

Come Play With Me Tuition

	<u>Total</u>		<u>Monthly</u>
Come Play With Me II.	\$ 585	or	\$ 65
Come Play With Me III.	\$ 630	or	\$ 70

****Tuition is due by September 15, 2017.****

The remaining payments (7) are due on or before the 15th day of each month October 2017 - April 2018.

Payments received 5 business days after the 15th of the month are subject to a \$25 LATE FEE, declined credit card payments are subject to a \$5 FEE, and all NSF payments are subject to a minimum \$25 FEE. More than one month in arrears is subject to exclusion and \$50 RE-ENROLLMENT FEE.

Montessori Tuition

	<u>Total</u>		<u>Monthly</u>
3 and 4 years old students	\$3,555	or	\$ 395

****Tuition is due by September 15, 2017.****

The remaining payments (7) are due on or before the 15th day of each month October 2016 - April 2017.

Payments received 5 business days after the 15th of the month are subject to a \$25 LATE FEE, declined credit card payments are subject to a \$5 FEE, and all NSF payments are subject to a minimum \$25 FEE. More than one month in arrears is subject to exclusion and \$50 RE-ENROLLMENT FEE.

Payment Options

1. Payments may be made by check and mailed to:
Make checks payable to Utica Community Schools
Community Education Center at Walsh
Early Childhood Accounting Office
38901 Dodge Park
Sterling Heights, MI 48312
2. Visa, MasterCard or Discover payments will be accepted by calling the Child Care Accounting Office at 586.797.6985 or 586.797.4660. For your convenience, by submitting the Payment Authorization Form, we will automatically charge your credit card each month until April 2018 or until account is paid in full. Download and complete Payment Authorization Form on the Early Childhood website www.ucsccommunityeducation.com and mail form to the Early Childhood Accounting Office.
3. Payments can also be made online at TuitionExpress.com. Download and complete the Tuition Express Authorization Form on the Early Childhood website www.ucsccommunityeducation.com and mail form to the Early Childhood Accounting Office.

Monthly invoices are emailed.

Teachers are NOT able to accept check or cash payments.



CREDIT CARD PAYMENT AUTHORIZATION FORM

_____ I authorize credit card payment for **Nursery or Preschool** on the first day of each month (8) times from September 2017 until April 2018 or until account is paid in full for my child's tuition in the Utica Community Schools Early Childhood program.

_____ I authorize credit card payment for **Montessori or Come Play With Me** on the 15th day of each month (8) times from September 2017 until April 2018 or until account is paid in full for my child's tuition in the Utica Community Schools Early Childhood program.

_____ I authorize credit card payment for **Full Day Preschool or Infant/Toddler Early Learning and Care** weekly payments for 2017-2018 school year or until account is paid in full for my child's tuition in the Utica Community Schools Early Childhood program.

Child's Name _____ Phone # _____

Credit Card # _____ Expiration Date _____

3 Digit Security Code _____
(Located on back of card)

Nursery/Preschool/Montessori/CPWM
Monthly Payment \$ _____



Full Day Preschool/Infant/Toddler Early Learning & Care
Weekly Payment \$ _____

Cardholder Name (Print) _____

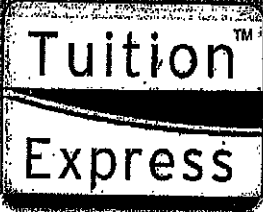
Cardholder Billing Address _____

Cardholder Signature _____ Date _____

This document will be kept in a secure location during the school year and will be shredded at the conclusion of the program. In the event your child discontinues the program during the year, this agreement will terminate. Please let us know if there are any changes regarding the credit card used for the authorization period.

Accepted ONLY by mail or drop-off at:

**Community Education Center
Early Childhood Accounting Office
38901 Dodge Park
Sterling Heights, MI 48312
Office Hours: 8:00 am – 4:00 pm**



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 Utica Community Schools (business name) 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

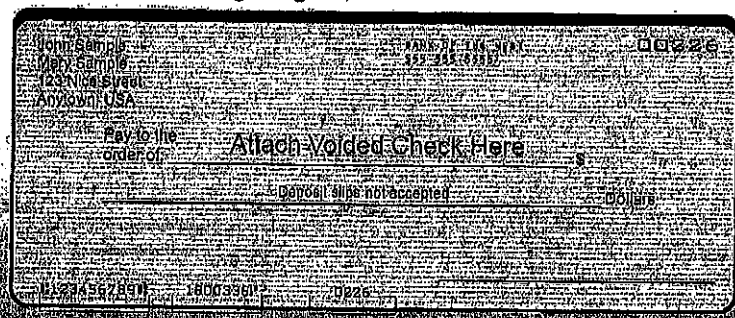
Routing Transit Number (see sample below) _____ Account Number (see sample below) _____

Signature _____ Date _____

Check if you wish to make online payments

Mail completed form to:
Utica Community Schools
Community Education Center
Early Childhood Accounting Office
38901 Dodge Park
Sterling Heights, MI 48312

For Official Use Only
Date Received _____
Employee Signature _____





Automated Payment Processing
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We are excited to offer the safety, convenience and ease of Tuition Express Online Payments. You can process on-time tuition and fee payments with your credit card at www.tuitionexpress.com

TUITIONEXPRESS.COM REGISTRATION

As a customer of Utica Community Schools (business name), I (we) wish to register at www.tuitionexpress.com for the purpose of making Online Payments using a credit card.



PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.

Cardholder Name

Phone #

Cardholder Address

City

State

Zip

Cardholder Signature

Date

Website Registration Code: _____ (Please select a 4 digit PIN that will be used when you register at TuitionExpress.com)
4 digits

Please provide a 4-digit website registration code of your choice on the form. The Early Childhood Accounting office will enter your 4-digit code with Tuition Express. Once we set up your online account, we will notify you that the account is activated and you may begin using Tuition Express.

Mail completed form to: Utica Community Schools
Community Education Center
Early Childhood Accounting Office
38901 Dodge Park
Sterling Heights, MI 48312

For Official Use Only

Date Received

Employee Signature



TuitionExpress.com Information for Parents

Automatic Payment Processing

Safe – Convenient – Easy

Day by Day Child Development Center, Inc. is excited to offer you the convenience of Tuition Express – an automated payment processing system that is intergraded into the ProCare Child Care Management System that allows you to pay your tuition and fees four ways:

- Recurring credit card payments
- Recurring bank-to-bank transactions (EFT)
- POS/Credit Card Swipe
- Online Payments - *NOTE: At this time, Day by Day Child Development Center, Inc. has decided not to offer this option.*

Tuition Express is a Payment Card Industry Level 1 Service Provider and it is the premier payment processing solution in the childcare/early education industry. It will allow parents the ability to check their balance online, receive Email Payment Notifications, and the ability to print reports regarding their account.

Since 2003, Tuition Express has safely and conveniently processed billions in tuition and fee payments. Your account information is safe. Write checks no more. And easily make your tuition payment on time, every time. Saving your childcare provider time and money, since they no longer need to go to the bank or hunt down parents regarding past due payments and fees.

What is TuitionExpress.com?

At TuitionExpress.com you may register to check your balance, sign up for email notifications, sign up for receipt notification when a payment has been processed, etc. Some services, such as the ability to make online payments, or use a credit card to make online payments, are at the discretion of your child care provider and may or may not be available.

NOTE: At this time, Day by Day Child Development Center, Inc. has decided not to offer this option. This may be available in the future depending on how the transition goes to TuitionExpress.com. Please keep in mind that this is a huge step and learning curve for our center as we transition to a computer based childcare management system.

Is it free?

Yes. All services are free to parents and guardians whose child care provider uses Tuition Express®.

Do I need to complete an Authorization Form?

Yes. If your child care provider will be collecting automatic payments from your bank account or credit card you must complete an authorization form available through your child care provider.

ID Number, Bank Account or Registration Number

You'll need two numbers to register the very first time at TuitionExpress.com.

1. The first number is your unique Tuition Express ID number which will be given to you by your child care provider. This will be provided once you return your TuitionExpress Registration Form.
2. The second number you'll need will be the last 4 digits of the bank account (or credit card number) from which you have agreed to pay your provider.

How to Register at TuitionExpress.com

You'll register once to establish a user name and password you'll use each time you log in to the TuitionExpress.com website.

1. Go to www.tuitionexpress.com
2. If you have previously registered enter your *Username* and *Password* then click Log In.
3. If you have not yet registered click the Register Here link (left side) to set up your account.
 - a. Then enter the Tuition Express ID number given to you by your child care provider.
 - b. Enter your Registration Code. This is the last 4 digits of the bank account or credit card number (used to make payments).
 - c. Select a *Username* and *Password*. Then *Confirm* the password and click *Register*.
Hint: Forgot your username or password? Just re-register.
 - d. Follow the on screen instructions to complete the process.

Email Notifications

Choose to receive email notifications from your child care provider if/when payments are automatically collected from your bank account or credit card.

1. Click *My Profile* (left side)
2. Enter or change your *Email Address*.
3. Check the box to *Receive Notifications* and click *Update*.

Reports

To print a report like a Payment Summary or Transaction Receipt click *Reports* (left side) and select a report from the drop down list.

Account History

To see which credit cards and/or bank accounts have been set-up for automatic payments click *Account History* (left side).

Tuition Express Frequently Asked Questions?

- **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.
- **How will I know a payment has been processed through TuitionExpress?**
If you process the payment by swiping your credit card, you'll know firsthand. When your provider processes a payment via Tuition Express, you'll receive an emailed receipt.
- **What if my provider makes an error and debits my account too much?**
Report the error to your provider immediately – it was likely an honest mistake. The center will adjust your account accordingly.
- **What if my provider and I disagree about a payment?**
If you feel the payment should not have been processed, you have the right to dispute the charge. Contact your bank or credit card company.
- **Why should I use Tuition Express?**
It's safe, convenient, and easy. No more forgetting your checkbook or having to ask what your tuition charges are for the month. And it makes processing tuition and fee payments easier for your provider – giving them more time to care, nurture and teach your child.