

## TUITION EXPRESS ACCOUNT REGISTRATION

This form provides bank account information to Little Stars that enable you to utilize the safety, convenience, and ease of the Tuition Express Payment Processing System. This information will be used to establish an account for the specific purpose of making secure, on-time, tuition and fee payments to Little Stars from your bank account.

### Parent /Guardian Information

Parent/Guardian Last Name:		Parent/Guardian First Name:		Parent/Guardian Phone (###-###-####):	
Street Address:			City:	State:	Zip:

### Banking Information

Name of Bank or Credit Union:					
Bank Street Address:		Bank City:	Bank State:	Bank ZIP:	
Bank Account Routing Transit Number (See example below):		Bank Account Number (See example below):			
Authorized Account Holder Signature:				Date (mm/dd/yyyy):	

### Cancelled Check

Please place a cancelled check for your account in this location when this form has been completed, signed, and is ready to return. This cancelled check confirms the Routing Transit and Account Numbers.

JOHN DOE or JANE DOE 123 MAIN STREET ANYTOWN, TN 01234		1001
PAY TO THE ORDER OF _____		\$ _____
_____ DOLLARS		
NAME OF YOUR BANK ADDRESS OF YOUR BANK		
MEMO _____		
1 2 3 4 5 6 7 8 9 0	0 9 8 7 6 5 4 3 2 1	1 0 0 1
Routing Transit Number	Account Number	Check Number

<b>This information filled in by Little Stars Personnel</b>	Date Received (mm/dd/yyyy):	Receiving Employee Signature:
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*Convenient and Safe  
On-time Payments*



## PARENT FAQs

We are excited to offer automatic payments through Tuition Express. It is no longer necessary for you to write a check for tuition and fees. Your bank or credit card account will be safely and securely debited by Tuition Express. You can be emailed a receipt for each transaction. It's easy to sign up – just ask us.

### Frequently Asked Questions

**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.

**What if the child care center makes a mistake and takes out too much money?**

Report the error to your child care center immediately – it was most likely an honest mistake. The child care center will then adjust your account accordingly.

**What if my child care 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 or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

**Does this form of payment give the child care center access to my account?**

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

**How will I know when a payment was taken out of my account?**

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Additionally, the charges will show up on your monthly statement as "Tuition Express".

**When I sign up for Tuition Express, how will this help my child care provider?**

Your child care 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 child care center spends on management activities, giving staff more time to spend with the children.

**How do I get started?**

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

**Where can I learn more?**

For more information on the benefits of Tuition Express, please visit us at [www.tuitionexpress.com](http://www.tuitionexpress.com).