



THE HEIGHTS CDC

CHILD DEVELOPMENT CENTER

Dear CDC Family,

The Heights Child Development Center uses Tuition Express to process tuition and fee payments safely, quickly and efficiently. All CDC families will be required to sign up for automated payments through Tuition Express. We will no longer accept cash or check for tuition payments. Tuition Express is a PCI Level 1 Service Provider, therefore your personal account information could not be safer.

We offer the following Tuition Express payment options:

- Automated Credit/Debit Card Transactions (VISA/MC only)
- Automated ACH Transactions

We are asking all NEW families to complete the Tuition Express Parent Authorization Form by Friday, July 24th. You will receive an email from Procure on or around July 7th requesting you to complete the digital authorization form and submit it electronically to us. Once you receive the email, the link is active for 4 days. This will allow us to collect payments from your credit card or bank account on the 1st of each month (or closest business day thereafter). Late fees will be assessed to any account that has not been updated or reconciled by the 10th of the month due to a decline in processing payments.

Please review the Tuition Express FAQ below. There you will find answers to questions you may have regarding Tuition Express or automated payments in general. If you have further questions, please don't hesitate to ask.

Sincerely,

Holly Lieou

Financial Assistant
hlieou@theheights.org



**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 childcare center makes a mistake and takes out too much money?

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

What if my childcare 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 childcare provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the childcare center access to my account?

Nobody at the childcare 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 childcare expenses will be taken out of your account on a schedule that you and the childcare center agree upon. Your childcare 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 childcare provider?

Your childcare 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 childcare 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 childcare provider. They will do the rest! For more information on automatic payments, visit www.directpayment.org. This is an excellent resource explaining the system and its benefits.

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at www.tuitionexpress.com.