



August 1, 2017

Dear GMPS Families,

At Glenview Methodist Preschool, we strive to find ways to streamline our administrative process so we can focus on our top priority, your children. With this in mind, we are now moving to automated collection of tuition and extended day payments.

Tuition Express, which is part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete in the past. Each family will have access to their MyProcare account online which was created when you registered your child in ProCare earlier this summer. The convenience for you is significant. You will be able to print out your payment history in your parent portal for your employer's child care benefit program and for your end of year taxes with the click of a mouse.

Every family must fill out and return the enclosed Tuition Express authorization form with either a credit card (3% fee will be added) or bank account for ACH payment (no fee) for our files. When tuition or enrichment fees are due, you will receive an emailed invoice. Payment can be made by check or cash prior to the due date. On the 10th day after the due date, the balance due will be charged to your preferred payment method indicated on this form.

Your personal account information is safe with Tuition Express. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft. By completing the enclosed Tuition Express enrollment form, you will help us take a gigantic step forward in our payment processing and allow you the flexibility to look at your account as needed from the convenience of your computer. If you have any questions, don't hesitate to ask.

Tuition Express is convenient for you and efficient for us. Welcome Aboard!

Sincerely,

Dana Doffin
Finance Director
GMPSfinance@gmail.com



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. _____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

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

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	

Authorized Signature	Date
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For Official Use Only

Date Received
Employee Signature

