



SILVER STAR ACADEMY

Bilingual Child Care Center

Excellence in Child Care Services.

October 29, 2010

Dear Parent,

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. This new system will take effect on **November 29, 2010**. You'll no longer need to remember your checkbook or write a check as you're picking up or dropping off your child. Your account will be safely and securely debited, giving you peace of mind in knowing your tuition is paid when it's due and your child's place is secured in our Center. Once enrolled in Tuition Express, (part of our ProCare Software management system) your tuition and fee payments will be paid automatically and on a schedule that we both agree upon. You may choose to have the amount debited from your checking, savings, or credit card account.

Your personal account information is safe with Tuition Express- safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please look over the attached Frequently Asked Questions. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask. The goal of SILVER STAR ACADEMY is to provide an excellent facility and the best possible care to the children we serve. To continue providing the highest level of quality and service, it is our expectation that parents be responsible for enrolling and maintaining this service. The end result will allow us to spend more quality time with your children. If you have questions about Tuition Express, please contact management.

Please return your completed Parent Authorization Forms to our front desk no later than the first day of enrollment.

THIS NEW SYSTEM WILL BE MANDATORY FOR ALL STUDENTS AND THE REGISTRATION FEE WILL BE ADDED TO YOUR ACCOUNT ANNUALLY ON THE MONTH ENROLLMENT WAS COMMENCED. A \$25 FEE WILL BE CHARGED IF YOUR PAYMENT IS DECLINED. IF YOUR PAYMENT IS DECLINED MORE THAN ONCE, YOUR CHILD (CHILDREN) MAY BE WITHDRAWN FROM OUR ACADEMY UNTIL UNTILL YOUR ACCOUNT IS CURRENT

Tuition Express

Payment Processing Schedule

As you are aware, we have decided to use Tuition Express as our automatic tuition payment processing service. With this service we are able to reduce the time and effort it takes our staff to process payments. Additionally, Tuition Express is the safest, most efficient means of payment processing and will allow us to better address your specific payment needs.

Please note that **NO TUITION CREDIT WILL BE GIVEN FOR HOLIDAYS, VACATIONS, CHILD ABSENCE, ACADEMY CLOSING DUE TO WEATHER CONDITIONS, OR CHILD WITHDRAWN.**

Below you will find a list of payment options. You may choose one (1) payment option. We hope that by offering these payment options we can assist you in meeting your personal payment needs.

Student name: _____ Birthdate: _____

Student name: _____ Birthdate: _____

Student name: _____ Birthdate: _____

Student name: _____ Birthdate: _____

Parent's name: _____

Parents Signature: _____

Child (S) Tuition: _____ 10% discount: Yes No

Note: The tuition is based on your child (s) age, and will be updated automatic according with your child birthday.

_____ Weekly: Your payment will be deducted every Monday.

_____ Bi-Weekly: Your payment will be deducted every other Monday.

_____ Monthly: Your payment will be deducted on the 5th of each month.

_____ Monthly: Your payment will be deducted half on the 1st of the month and the 2nd half on the 15th of the month.

Please note: When the payment date reflected above falls on a weekend or holiday the center will process the payment on the next available business day.

Thank you for your continued support of our center and the programs we offer.

Sincerely,

SILVER STAR ACADEMY

Viviana Escamilla

Owner/ Director



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) SILVER STAR ACADEMY 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. 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)

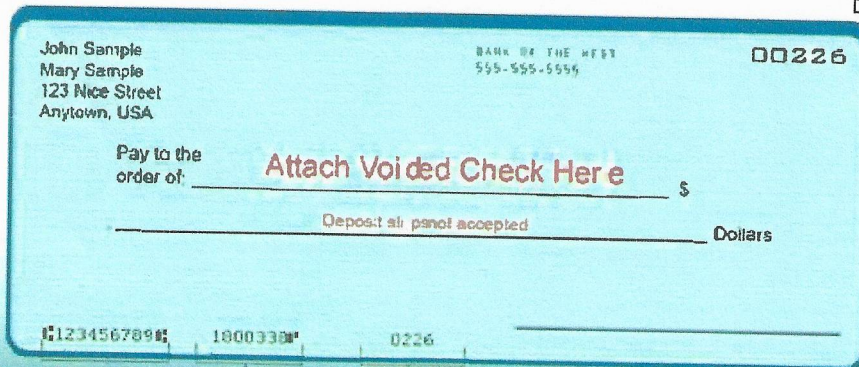
Form fields for Section A: Cardholder Name, Phone #, Cardholder Address, City, State, Zip, Account Number, Expiration Date, Cardholder Signature, Date

SECTION B (Bank Account)

Form fields for Section B: Your Name, Phone #, Address, City, State, Zip, Bank or Credit Union Name, Bank or Credit Union Address, City, State, Zip, Routing Transit Number, Account Number, Checking/Savings checkboxes, Authorized Signature, Date

For Official Use Only

Form fields for official use: Date Received, Employee Signature



A service of

