



Hop aboard the Tuition Express and never write a check again!

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're dropping off your child on a busy Monday morning. Your payment will be safely and securely processed by Tuition Express, giving you the peace of mind that your tuition has been paid on time with no late fees! It's easy to enroll and even easier to participate. You'll be joining hundreds of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, sign-up for automatic payment notifications or to review your payment history, please visit www.tuitionexpress.com

For Bank Account Authorization, complete this form and return it to LLPA Management.

Please specify when you wish your automatic payment to be drafted:

- The 1st of the month only
- The 15th of the month only
- The 1st & 15th of the month only
- Every Friday

**Your child's \$300 annual registration fee will be drafted from your account on June 1st each year. **

Child's Full Name _____ IDC or Main Building (circle one)

I (we) hereby authorize LEARNING LADDER PRESCHOOL ACADEMY, LLC. (called "CENTER" in this Authorization) to initiate debit entries to my/our checking or savings account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize CENTER to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize CENTER to use the third party sender. Tuition Express* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law. This authorization will remain in full force and effect until I (we) notify the CENTER in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it.

Withdraw notices must be received at a minimum of 30 days in advance of the termination date.

Account Holder (First Name, Middle Initial, Last Name)

Account Holder Phone #

Account Holder Billing Address

Bank Address

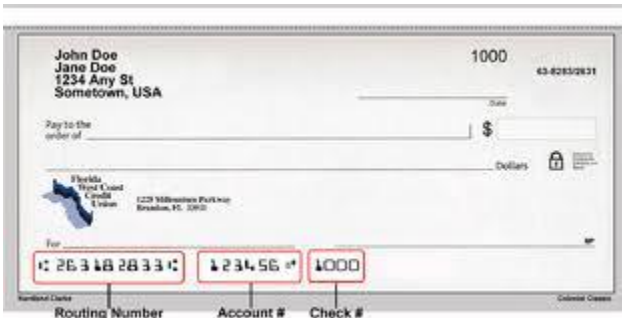
City, State, Zip

City, State, Zip

Routing #

Account Number Type: Checking or Savings

Please attach a copy of a voided check below.



For office use only:

Date Received:

Tuition Express ID#

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 TuitionExpress.com.

1. Go to TuitionExpress.com.
2. If you have previously registered enter your *User Name* 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 either the last 4 digits of the bank account or credit card number (used to make payments) or the 4 digit code you chose with your child care provider (see: [Registration Number](#)).
- 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.



Hop aboard the Tuition Express and never write a check again!

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're dropping off your child on a busy Monday morning. Your payment will be safely and securely processed by Tuition Express, giving you the peace of mind that your tuition has been paid on time with no late fees! It's easy to enroll and even easier to participate. You'll be joining hundreds of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or to review your payment history, please visit www.tuitionexpress.com

For Credit Card Authorization, complete this form and return to Learning Ladder Preschool Academy.

We accept VISA and MASTERCARD CREDIT cards only.

Please specify when you wish your automatic payment to be drafted:

- The 1st of the month only
- The 15th of the month only
- The 1st & 15th of the month only
- Every Friday

****Your child's \$300 annual registration fee will be drafted from your account on June 1st each year.****

Child's Name: _____ **IDC or MAIN Building**

I (we) hereby authorize LEARNING LADDER PRESCHOOL ACADEMY, LLC. to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I (we) understand that the charges to the below referenced credit card account will be based on charges that are due and payable at the time of the credit card transaction. I (we) understand that this agreement is between myself (us) and Learning Ladder Preschool Academy, LLC. I (we) indemnify and hold harmless, Tuition Express and Learning Ladder Preschool Academy, LLC. from any and all liability resulting from any and all transactions. All disputes will be directed and addressed by and between Learning Ladder Preschool Academy, LLC. and the below signed cardholder. I (we) understand that to properly affect the cancellation of this agreement. I (we) are required to give Learning Ladder Preschool Academy, LLC. written notice of revocation. **A minimum of 30 business days is required to affect revocation.**

Card Holder First Name, Middle Initial, Last Name	Credit Card Number
Card Holder Billing Address	Credit Card Expiration Date
City, State, Zip	Card Holder Signature
Card Holder Phone Number	Today's Date

I understand there is a 4% processing fee per every \$100 with all Visa and MasterCard payments.

Card Holder Signature Date

For office use only:

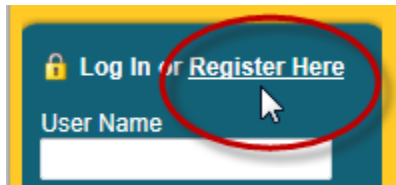
Date Received:

Tuition Express ID#

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 TuitionExpress.com.

1. Go to TuitionExpress.com.
2. If you have previously registered enter your *User Name* 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 either the last 4 digits of the bank account or credit card number (used to make payments) or the 4 digit code you chose with your child care provider (see: [Registration Number](#)).
- 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.