



STORYBOOK

VILLAGE PRESCHOOL

Dear Parents/guardians,

If you would like the ability to pay your preschool tuition online at any time, please sign up for Tuition Express (a division of MyProcure). The application is attached. Please note: You must first be signed up for MyProcure to utilize Tuition Express.

We recommend that you use the Bank Account payment option as there is no charge for this service. Money will be transferred directly from your checking account into your SVP MyProcure account using electronic funds transfer (EFT).

If you would prefer to use the debit/credit card option, you will be charged a 2.7% online tuition fee for each transaction.

Use the attached form to sign up for Tuition Express. The application will allow you to choose to:

- a. Make quick online payments using your saved information (credit/debit card or bank account) at any time. Simply sign up and check the "Allow Online Pay" box. The fees are mentioned above.
- b. Allow SVP to automatically withdraw the weekly balance due from your account. Simply sign up and check the "Allow Auto Pay" box on the Tuition Express form. The fees are mentioned above.

Every payment, whether initiated by you, or by SVP, will post automatically to your Account's Ledger Card.

Please sign up for MyProcure, the free online portal to access your account information, balance due and recent payments. Access is granted by using the email address you have on file with SVP.

For more information about Tuition Express, visit <https://procaresupport.com/tuitionexpress-com-for-parents/>.

Please call us at 707-843-7704 or email nicole@storybookvillagepreschool.com if you have any questions or need help getting started.

Storybook Village Preschool, MyProcure & Tuition Express





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) Storybook Village Preschool, Inc. 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)

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			

For Official Use Only

Date Received
Employee Signature



A service of

