



Dear Parents:

First Circle accepts tuition payments automatically each month (or weekly) via Tuition Express, or by personal check (monthly payments only).

Attached is a consent form from Tuition Express (TE), which will authorize electronic funds transfers from your bank account (checking or savings) or a credit card (Visa or MasterCard) to us.

We'll inform you as soon as your TE account has been activated and provide you with unique ID code assigned to you. This will allow you to log on to tuitionexpress.com, where you can monitor your transactions, sign up for email payment receipts (*which are Flexible Spending Account qualified*), view and print transaction reports, and receive email notifications of any Non Sufficient Funds (NSF) or Declined Credit Card transactions.

Once entered in our software program, your confidential financial information is encoded using 128-bit encryption. Your written application, containing your authorization signature, is maintained in your child's file, although we conceal your account number.

For more information on automatic payments, visit www.directpayment.org. This is an excellent resource for explaining the system. For more information on Tuition Express, specifically, please visit their website at www.tuitionexpress.com

As always, please let us know if we can be of any additional assistance.

Thank you!





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

We are happy to offer you the convenience of automatic tuition payments through Tuition Express. You won't need to write a check or remember your checkbook when you're picking up your child at the end of a hectic day. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit www.tuitionexpress.com.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) hereby authorize First Circle Learning Center to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution hereafter called DEPOSITORY. I (we) authorize First Circle Learning Center to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees which are **due and payable**. I (we) authorize First Circle Learning Center to use third party sender, Tuition Express* to process all payments. I (we) acknowledge that the origination of ACH (Automated Clearing House) transactions to my account must comply with the provisions of United States Law.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name

Phone #

DEPOSITORY - Bank or Credit Union Name

Address

Bank or Credit Union Address

City State Zip

City State Zip

Type: Checking Savings

Routing Transit Number

Account Number

This authorization shall remain in full force and effect until I (we) notify First Circle Learning 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. Under no circumstances shall this time be less than 5 business days.

Signature

Date

| | |
|-----------------------------|---------------------|
| Jill Parent Jack Parent | 1234 |
| PAY TO THE ORDER OF: _____ | \$ _____ Dollars |
| Your Bank Anytown, MA | |
| Memo: _____ | _____ |
| :105742104:::5782451:::1234 | |
| Routing number | Account number |
| Check number | |

Record Retention Notice: First Circle Learning Center will retain all parent (client) authorization forms for a period of two years from the date of the client withdrawal from the Tuition Express™ program.

Weekly Billing

Monthly Billing



CREDIT CARD PAYMENT AUTHORIZATION

I (we) hereby authorize First Circle Learning Center to initiate recurring credit card charges to the below referenced credit card account for the purpose of collection of 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 understand that this agreement is between myself (us) and First Circle. I further understand that First Circle utilizes Tuition Express* to capture, create, and transmit all credit card information. I (we) hereby indemnify and hold harmless, Tuition Express from any and all liability resulting from any and all transactions. All disputes shall be directed to and addressed by and between First Circle Learning Center and the below signed cardholder.

I (we) understand that to properly affect the cancellation of this agreement, I (we) are required to give First Circle Learning Center written notice of revocation. A minimum of 5 business days is required to affect revocation.

| | |
|-------------------------------|-------------------------------------|
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard |
| _____ | _____ |
| Cardholder Name | Phone # |
| _____ | |
| Cardholder Billing Address | |
| _____ | _____ |
| Account Number | Expiration Date |
| _____ | _____ |
| Cardholder Signature | Date |

Record Retention Notice: First Circle Learning Center will retain all parent (client) authorization forms for a period of two years from the date of the client withdrawal from the Tuition Express™ program.

**Tuition Express is an assumed business name of Blum Investment Group, Inc.*

Weekly Billing

Monthly Billing