

(Informational/printing is optional)

TUITION EXPRESS 2018 - 2019

Electronic / Automatic / Tuition Payment

What is Tuition Express Automatic Tuition Payment?

This is how Northbrook Preschool collects the monthly tuition. Enrolling in Tuition Express authorizes the Preschool to safely, electronically debit your checking account each month, collecting the tuition for your child(ren) who attend Northbrook Preschool. (We are only providing debits to checking accounts – not credit cards) *Payments are withdrawn from your checking account on the 1st of each month school is in session (Sept 2018 – April 2019)*

How will I know when payment is made?

Payments are processed on the 1st of each month by the Preschool administrator. Additionally, you may sign up for an email notification to be sent when a payment is processed. The Preschool can also print a statement for your records if you put the request in writing and allow at least two days for the statement to be printed.

How secure is my checking account if I sign up?

No one at Northbrook Preschool has access to your bank account. When you sign up for Tuition Express Automatic Tuition Payments, you only authorize your bank to release the exact amount owed when it is due. *All automatic bank payments must meet standards set by the banking industry for security.* In addition the program uses a 128-bit, multi-layered encryption system. Fewer people have access to your personal information using automatic debits than when a check is written.

How do I sign up?

There are 3 easy steps:

- Complete the Bank Account Authorization Form located on-line
- Attach a copy of a voided check (no deposit slips)
- Return all of the above to Northbrook Preschool at the Preschool Parent Fair to be able to use Tuition Express for the September payment. You can enroll at any time, but it takes several weeks to process.

When will my first payment be deducted from my checking account?

The first payment this school year will be on September 1st. All subsequent deductions will be on the 1st of each month (Sept 2018 – April 2019)

If I used Tuition Express during the 2017 – 2018 school year, do I have to complete a new form and attach a voided check?

Yes, please complete a new form and attach a voided check. This way we can ensure that the information is accurate, that your account has not changed.

How can I get more information about Tuition Express Automatic Tuition Payment?

They have a website with helpful information at www.tuitionexpress.com.