

# Automated Payment Program



To: U-GRO Parents  
Re: Tuition Express

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We are excited to offer you an easy, more convenient method for paying tuition costs. Enclosed is an enrollment form for Tuition Express. Tuition Express will allow you to authorize U-GRO to debit your checking or savings account for tuition or other school related expenses. Your account will be safely and securely, automatically deducted, giving you peace of mind knowing your tuition is paid when it's due.

Here are just a few of the many benefits this service provides:

- Never write a check again!
- No cost to you.
- Be instantly notified by email when we have processed your payment.
- Have the ability to review your payment history online utilizing Tuition Express' secure website.
- Enjoy the convenience of regularly scheduled payments that you establish.
- Automatic payments are safer than writing checks, eliminating potential check fraud or worse, identity theft.

Tuition Express was designed with state of the art technology, making all your information safe and secure. To learn more about Tuition Express visit them online at [www.TuitionExpress.com](http://www.TuitionExpress.com).

Please fill out the Payment Processing Schedule below and the attached Payment Authorization Form. Return both forms to the center director to get the process started. The Tuition Express system will go through an electronic approval process with your financial institution prior to processing payments that takes approximately 5 to 10 business days. We will notify you when the first payment will be pulled from your designated account. (Please note that your account must be up-to-date prior to beginning to use Tuition Express.)

We know you will enjoy the convenience of this service!

If you have any questions regarding Tuition Express, please call 717-561-2201.

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## Payment Processing Schedule

Parent's Name: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_

Center Location: \_\_\_\_\_

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

