

## PAYMENT OPTIONS

### **PREFERRED PAYMENT METHOD--Never pay a service charge or late fee:**

#### **Tuition Express Batch – ACH (checking account)**

Two options for Tuition Express:

1. Full tuition will be drafted on the 1<sup>st</sup> of the month; or,
2. Half of tuition will be drafted on the 1st of the month and half on the 15<sup>th</sup>.

Please complete the Tuition Express Automated Payment Processing form, section B to register your bank account and authorize automatic withdrawal. Place the form in an envelope and give it to a management team member in person in the office.

### **NEXT PREFERRED PAYMENT METHODS:**

#### **Check – Personal check, money order, cashier check**

Place payment in an envelope w/ child's name and give to a management team member in person in the office. You may also pay through your bank's bill pay system which will send a check in the mail. Please let us know if you are setting this method up with your bank.

**Cash** - Place payment in envelope w/ child's name and give to a management team member in person in the office. You will receive a receipt for cash payment. Any cash overpayment will be applied to your account.

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### **CREDIT OR DEBIT CARDS, 3% Service Charge Fee:**

#### **Tuition Express Batch – Credit or Debit Card**

Two options for Tuition Express:

1. Full tuition will be drafted on the 1<sup>st</sup> of the month; or,
2. Half of tuition will be drafted on the 1st of the month and half on the 15<sup>th</sup>.

Please complete the Tuition Express Automated Payment Processing form, section A, to register a Debit or Credit card and authorize automatic withdrawal. Place the form in an envelope and give it to a management team member in person in the office.

**Debit or credit card online** - Payments may be made through your myprocare.com account. The main page of your account displays your account balance and has a green "pay" button. Register for myprocare.com using the same email account that you provided New Hope.

**Debit or credit card POS** – You may pay in person by swiping your debit or credit card on the Procure Kiosk in the entry of the school or in the office with the assistance of a management team member.

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*Please note: We do NOT "bill" or send statements home each month. You can see your account information at any time on the parent portal on myprocare.com or on the Procure Kiosk in the school entry. A "tuition due" sign will be posted on the school doors as a reminder during the first week of the month. If your account becomes delinquent, late fees will be charged and you will be sent an email reminder*

Management Team: Elizabeth Kunkler, Director  
Doreen Perez, Assistant Director  
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