



Tuition Payment Plan

Please select a method of payment below:

_____ I will pay by Check or Cash at the front desk (eligible for 1% cash/check discount)

Payment plan for payment by Check or Cash- choose one

- MONTHLY: Payment is due on the first day of attendance each month.
- BIWEEKLY: Divide the total month's tuition into 2 payments that are due on the 1st and 3rd Monday of the month.

_____ I would like to sign up for Tuition Express Electronic Payment Processing

Choose the type of Tuition Express Account that you would like to set up:

- Checking account *(complete form in orientation folder, attach voided check, turn in at front desk, allow 2-3 business days for processing)*
- Savings account *(complete form in orientation folder, turn in at front desk, allow 2-3 business days for processing)*
- Log In and pay by Credit Card on Tuition Express Website- Only Visa and Mastercard are accepted *(Complete form in orientation folder to have an online account created; turn form in at front desk; allow 1 week for processing; SCDC Business Manager will follow-up with your Tuition Express Account information so that you can pay online)*

Payment plan for payment by Tuition Express- choose one

- MONTHLY: Payment is due on the first day of attendance each month
- BIWEEKLY: Divide the total month's tuition into 2 payments that are due on the 1st and 3rd Monday of the month

In an effort to reduce printing and paper costs, SCDC sends out monthly Electronic Tuition Statements to all families.

- Please send my Electronic Tuition Statement to the following e-mail address:

Please remember that all fees are due in advance of childcare services. Unless prior arrangements have been made with the Executive director, payments not received by 6:00 PM on the payment date you have selected will be considered late, and a \$5.00 late fee will be added to your account weekly.

Name of Child(ren) being enrolled at SCDC: _____

Parent/ Guardian Signature

Date

Parent/ Guardian Signature

Date