

Action Day Nurseries & Primary Plus Inc.

New Tuition Payment Option **AUTOMATIC-DRAFT**

For your convenience, starting January 2003 we are pleased to offer a new payment option.

What is this new payment option?

The new payment option is called Automatic-Draft. You can sign up by completing the enclosed authorization form and attach a voided check. The authorization enables us to produce a check from your checking account to be deposited on the date tuition is due to cover the tuition payments for the month.

Why Should You Sign Up?

Once you sign up, you will no longer have to worry about forgetting to write a check or incurring late fees. **AND**, there is no charge to you for this service.

In addition, you are really HELPING US. This new process streamlines tuition billing, payments and record keeping which means we spend less time on bookkeeping and more time focusing on the quality of the program.

Following are some other questions that you might have about the Automatic-Draft program:

- **Is this the same service used by utilities and insurance companies?**

Yes exactly. This is the same method used by other major companies for many years. Once we deposit the draft, you will get it back as a cancelled check from your bank.

- **Can you draft any amount from my account?**

No. Based on your specific authorization, we will ONLY draft the tuition amount plus any other related charges as indicated in the Admission Agreement, Parents Handbook and Tuition Sheet.

- **When will you draft my account?**

Tuition is due on the 1st of the month.

- **Can I cancel the service?**

Yes. You can cancel with 30 days notice.

To sign up, simply (1) Complete the Auto Draft Authorization Form (2) Attach a voided check (3) Sign the form and (4) Return form to the office.