



## Annsworth Academy

CHILD DEVELOPMENT CENTER

January 23, 2026

Dear Parents,

We are excited to offer some new additional payment methods for Annsworth tuition and fees.

For recurring, automated payments, we now offer the safety, convenience, and ease of Tuition Express® – a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account (ACH) or credit card.

To sign up:

- Complete an Automated Payment Processing - Electronic Funds Transfer Authorization for Bank Account and Credit Card Form and return it to the office. This form is available from the Annsworth office by request or from our website ([www.annsworth.com](http://www.annsworth.com)) in the For Parents tab under Forms.
- Monthly Tuition will be debited from your bank account or charged to your credit card on the 1<sup>st</sup> of each month.
- There is no fee for funds paid from your checking or savings account. Credit card transactions incur a 3% transaction fee added to each payment.
- If payment is declined from an ACH or Credit Card, a \$10.00 Fee is charged to your account. Late fees, if any, will be charged if a tuition payment is received after the due date.
- The minimum transaction amount is \$1.00, and the maximum transaction amount is \$4,000.00.
- To properly affect the cancellation of your Electronic Funds Transfer Authorization for Bank Account and Credit Card, you are required to give Annsworth 10 day written notice.

There is now also the option of making one-time payments by credit card at the front desk or by phone (POS - point of sale) between 8:00 am and 5:30 pm, when Samantha Deutschman or Tamsin Kilmer are available.

- Credit card transactions incur a 3% transaction fee added to the payment.
- Credit card information will be entered by Samantha or Tamsin.
- One-time credit card transaction information is not saved.
- If payment is declined from a Credit Card, a \$10.00 Fee is charged to your account. Late fees, if any, will be charged if a tuition payment is received after the due date.
- The minimum transaction amount is \$1.00, and the maximum transaction amount is \$4,000.00.

We still accept checks, cash, and money orders.

Please contact Tamsin Kilmer, Director, or Samantha Deutschman, Assistant Director, if you have any questions.

# Automated Payment Processing

Safe. Convenient. Easy.



We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ Annsworth Academy \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



#### FOR OFFICIAL USE ONLY

Date Received
Employee Signature

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