

# GRACE FELLOWSHIP PRESCHOOL

Tuition is based on the number of school days per year and is payable in nine monthly payments. The first payment is due August 1, and the last payment is due April 1. Tuition can be paid monthly, quarterly, or annually: whichever is most convenient for you. There is no discount for pre-paying tuition. Tuition paid after the 5<sup>th</sup> of the month will incur a \$10/day late fee.

## MONTHLY TUITION FEES

**TODDLERS & 2'S** - \$275/MONTH

**3'S & 4'S TWO DAY** - \$285/MONTH

**3'S & 4'S THREE DAY** - \$375/MONTH

**4'S FOUR DAY** - \$440/MONTH

**TRANSITION** - \$445/MONTH

### There are 2 ways to pay tuition at Grace Preschool:

1. Log on to [myprocare.com](http://myprocare.com) and use your Credit Card\* or Debit Card\* to make a payment. ACH payments are **not** available online. You cannot pay through the ProCare Engagement App.
2. Fill out the Authorization Form attached to this letter to have automated payments taken out of your Checking Account\*\*, Savings Account\*\*, Credit Card\* or Debit Card\*. Payments will be drafted on the 1<sup>st</sup> of each month that tuition is due. Please turn the form in to the Preschool Office.

\*Credit and Debit transactions will incur a 3.5% processing fee.

\*\*Checking and Savings transactions are FREE.

### Steps to Login to myProCare.com:

1. Go to [MyProcare.com](http://MyProcare.com).
2. Enter your email address (the email you have on file with Grace Preschool) and Choose **GO**.
3. Enter the confirmation code sent to your email, choose a password, and press **GO**.
4. Then you may:
  - a. View your child's account information, immunizations and more.
  - b. Use the **PAY** button to make a payment with your card.

## TUITION EXPRESS FORM – IMPORTANT INFORMATION

### WHO SHOULD COMPLETE THE ATTACHED TUTION EXPRESS FORM?

- Anyone who has not filled out a Tuition Express form.
- Anyone who has closed their checking/credit card account recently may need to fill out a new Tuition Express form.
- Anyone who has had their credit card compromised recently may need to complete a new Tuition Express form.
- Anyone who would like to change their current form of payment.

### DO NOT FILL OUT THE ATTACHED TUTION EXPRESS FORM IF:

- You already completed a Tuition Express form at registration, and you do not need to update to your method of payment.