



St. Clare's Preschool

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www.stclairespreschool.org

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Dear Families of St. Clare's Preschool,

We offer electronic tuition payment through **Tuition Express**, part of the Procure Software system we use to manage our center. It allows us to process payments safely and efficiently. You will be able to make automatic tuition payments from your checking or savings account, or by credit card.

Tuition Express is a PCI Level 1 Service Provider. Your personal account information could not be safer. Automated payments are proven safer than paying by check – the potential for check fraud and identity theft are eliminated.

MyProcure is a free online portal for you to access your account information and verify payments made through **Tuition Express**. **MyProcure** is safe, secure, and created with your convenience in mind. Here is a list of **Tuition Express FAQs**:
https://www.tuitionexpress.com/parent_faq.aspx

What should I do next?

- Complete the [Automated Payment Authorization](#) form.
 - Be sure to include a *voided check*.
 - Return both to St. Clare's by email, fax, or by dropping it off at the preschool.

- Create an account at **MyProcure.com**
 - After the initial payment is processed, you will be able to create a MyProCare account for your own reference. (Please note: It may take 24-48 hours for MyProCare to allow creation of your account.)
 - Go to [MyProcure.com](https://www.myprocure.com)
 - Enter your email address (the email you have on file with St. Clare's Christian Preschool) and choose *Secure Login*.

- Enter the confirmation code sent to your email, create a password, and ***Submit***.
- You will be able to:
 - View your child's account.
 - View payments made through **Tuition Express**.
 - ***Print receipts for Flexible Spending Accounts or tax purposes.***
 - Use the ***Pay*** button to make a payment using a credit card.
 - If you choose to pay by credit card, payment must be made before 12:00 PM on the 4th of the month (or the last school day before the 5th).
 - ***Please remember, a 2.75% processing fee will be automatically added to all credit card transactions.***

When will you charge my tuition?

St. Clare's Preschool will process tuition payments through **Tuition Express** on the 5th of every month. (If the 5th falls on a weekend or a holiday, charges will be made on the next weekday).

Any changes to your payment method must be submitted in writing or by email to St. Clare's by 12:00 PM pacific time on the 4th of the month. (If the 5th falls on a Sunday or a holiday, requests must be received by 12:00 PM on the last school day before the 5th). If a tuition payment is declined by the bank, the amount of the tuition plus a **\$35 declined payment fee** will be applied to your account.

We hope this will make tuition payment convenient and easy for everyone!

Sincerely,

Blessings,

Karen Berry

Director, St. Clare's Preschool

925-462-0938

<https://www.stclairespreschool.org/>

Check out our FaceBook page!

<https://www.facebook.com/St-Clares-Christian-Preschool-106107464358534>