



Automated Payment Processing
Safe – Convenient – Easy

Tuition Express Enrollment Form

We are excited to offer the safety, convenience and ease of Tuition Express® — a processing system that allows secure tuition and fee payments to be made either from your bank account or credit card. Please print in the form below and sign at the bottom.

KCSCEP SITE NAME: _____ CHILD(REN) NAME: _____

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT & CREDIT CARD

I/we hereby authorize Kanawha County Schools Community Education Program (KCSCEP) to initiate credit card charges to the below referenced account (Section A) **OR**, initiate debit entries to my/our checking account indicated below (Section B). To properly affect the cancellation of this agreement, I/we are required to give 10 days written notice. Check with the Center for accepted credit card types. ****Special note to credit union members — Please contact your Credit Union to verify account and routing numbers for automatic payment. I/we understand that there is \$2 per transaction fee for credit card charges.**

COMPLETE ONE SECTION ONLY

Section A (Credit Card) \$2 per transaction fee

Cardholder Name	Phone Number	Email Address
Cardholder Address	City	State ZIP
Account Number	Expiration Date	
Cardholder Signature	Date	

Section B (Bank Account)

Your Name (Name on the checking account)	Phone Number	Email Address
Address	City	State ZIP
Bank or Credit Union Name	Bank or Credit Union Address	City State ZIP
Routing Transit Number (see sample below)	Checking Account Number (see sample below)	

Attach a voided check below.

Each week your child/children attends, your account will be billed and the payment processed.

Signature	Date
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A \$25 fee will be charged for any items returned by your bank or credit card company.

FOR OFFICIAL USE ONLY

Date Received:

Verification/Employee Signature:

