CHILDCARE MANAGER'S RAPIDTUITION™

Training Guide 2017

Have you enrolled your families in RapidTuition?

To start processing payments through RapidTuition, an authorization form must be submitted for each family you will be enrolling. If they choose to have their tuition taken out of their bank account, a voided check must be provided to verify the account information of the family.

You may also take payments through RapidTuition as a Point of Sale transaction. These transactions are done on an individual basis and do not require an Authorization Form.

Childcare Manager provides Enrollment Forms that can be distributed to families interested in enrolling in RapidTuition. These forms authorize your center to draft the family's account for tuition and other charges billed by the center.

The ACH and Credit Card authorization forms are located in the Report Center. Choose **Forms, Letters & Labels** from the **Report Lists**, then scroll down to the end of the list to find the **Rapid Tuition Authorization Forms**.

Example of the ACH Authorization form for Checking/Savings Drafts & Electronic Debits.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION
(Please Print)

I authorize Best Kids Ever, to initiate either an electronic debit, or create and process a demand draft against my Checking or Savings Account for the purpose of collecting childcare related payments. I authorize Best Kids Ever to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Best Kids Ever to use the third party sender, RapidTuition, to process all payments. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.

Account Holder's Name:		Phone:	
Email:			
Children Names (if applicable):			
Please enter children names if the account holder's last name is different.			
Account Holder's Address:			
City:	State:	ZIP Code:	
Bank/Credit Union Name:			
Bank/Credit Union Address:			
City:	State:	ZIP Code:	
Bank Account Type: ☐ Checking ☐ Savings ☐ Business Checking			
Routing Number: (See Sample Below)		Account Number: (See Sample Below)	

This authorization will remain in full force and effect until I notify Best Kids Ever in writing of its termination. Notification must be received 5 business days in advance of termination date to permit RapidTuition and your bank reasonable time to act upon it.

Signature:	Date:

PLEASE KEEP A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

(Please attach a copy of a voided check below - deposit slips not accepted)

Example of the Credit Card Authorization Form

CREDIT CARD PAYMENT AUTHORIZATION
(Please Print)

I authorize Best Kids Ever, to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I authorize Best Kids Ever to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Best Kids Ever to use the third party sender, RapidTuition, to process all payments.

Cardholder Name:		Phone:	
Email:			
Children Names (if applicable):			
Please enter children names if the cardholder's last name is different.			
Cardholder Billing Address:			
City:	State:	ZIP Code:	
Card Type: ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover			
Account Number:		Expiration Date:	
Signature:		Date:	

PLEASE KEEP A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

Now that you've collected authorization forms, you are ready to begin enrolling families...

Highlight the name of the family in the Family list, and select the RapidTuition Family Enrollment task in the vertical Task Bar on the left side of the screen. Fill out the necessary information.

Payment Type: Type of account.

Group: To set a designated payment collection cycle if using more than one (weekly & monthly)

Email: Email address used to send transaction statements from RapidTuition to the family.

Notes: Notes entered here can only be seen in this window.

Bank or Credit Card Information: The payment information to connect to Rapid Tuition.

Max Payment: Maximum dollar amount available per transaction (limited to $5000).

Account Active Date: The day you want to activate the account and start using RapidTuition to collect payments.

Disable RapidTuition Autopay for this account: Checkbox that disables the account from being included in the automatic payment function. The family's information remains on file.

Processing Autopay Batches to draft family payments

Once your parents are enrolled, you may begin to collect your tuition each time you run a *Batch Bill*. Start by running a *Batch Bill* for your families with *Contract Charges* or *Billing Packages*, or by adding charges directly from *Receivables* on the vertical task bar. You may then run **RapidTuition Autopay** to collect the **Family Balance** after each billing cycle is posted.

The **RapidTuition Autopay** task box is found in the vertical task bar in the **Accounting Center**. To open the RapidTuition Autopay window, click the task button or click on **F10** from any window in Childcare Manager.

The **Run Date** is the day the batch will go through, and it can be scheduled up to 14 days in advance. **ACH Deposit Date** and **CC Deposit Date** – These are the dates that the money will be deposited into your account.

When you click on **Submit**, it runs at 5:00 PM EST on the **Run Date,** and will include the balance due from the day you submit (not the run date if scheduled for a later date).
You can **Stop a Pending Autopay** only if it is before the 4PM cut off time on the scheduled Run Date.

Processing Point of Sale Payments

In addition to the Autopay Batch method of processing family accounts, you may also process transactions on an individual basis through the Point of Sale method. To receive Point of Sale payments at your facility, select the *Receive Payments* task in either the **Accounting Center** or the **Family Center.** Click on either the **Credit Card** or **eCheck** button. With a RapidTuition Card Swipe machine plugged-in, you can swipe a credit card or run a check through to fill in the required fields in the Receive Payments window. If you do not have the machine, you can still accept a Credit Card by entering in the information manually (Name on the card, CC number, CVS code and Expiration date). In addition, you can use a card kept on file to collect payments by clicking the **Use Family Autopay credit/ debit card on file** check box.

NOTE: eCheck only works with the Check/Credit Card Combination RapidTuition Card Swipe.

Interested in finding out who has signed up for RapidTuition?

To get a current list of the parents that are signed up for **RapidTuition**, go to the **Report Center**, select Family Information from the **Report Lists**, and run the **RapidTuition Information** report.

To add a RapidTuition flag next to the **Balance** column in the **Family List**, choose **User Preferences** from the **Options** drop down menu. Click on **Program Look and Feel**, and then on **Explorers.** Click on the box next to **Show Family RapidTuition Status and Search by ID**. Now each family that is signed up for RapidTuition will have a flag next to their name. Single payer families are indicated by the dollar bill with a check mark, and multi-payer families are indicated by the dollar bill with an M overlay.