

Enrollment Kit

Jump Start Finance Enrollment Kit



SIGN-UP & REGISTRATION

If you are interested in our lending program for parents, complete the Application and Registration Form in this kit and email it to carecentersupport@jumpstart-finance.com. Once you are approved to participate in the program, we will assign a dedicated Relationship Manager to you. Here's what happens next:

1

Agreement Signing

Once approved to participate in the Jump Start Finance program, we'll send agreements for signatures via DocuSign. Either an owner or authorized signer for the business will need to execute agreements for your center.

2

Program Orientation

Your Relationship Manager will schedule an appointment to provide your orientation to the program and walk you through the set up process.

3

Marketing Materials

Jump Start will provide a start-up marketing kit to promote the program. We will also offer links to marketing materials on our website: email text, program overview emails and letter text for parents, logos & links for your website and social media sites, and pamphlets you can print and provide onsite.

Your Relationship Manager will also walk you through the best ways to present the lending program to your customers.

4

System set-up

We will walk you through the process of submitting monthly care center fee invoices for customers that are approved for a Jump Start loan, and make sure you are ready to receive funds and post details to your customer ledger.

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LET'S GET STARTED

Help us get to know you. We will need a few pieces of information to review your application request. Jump Start Finance and our lending partner ONE AMERICAN BANK will review your operations, history, financial stability, and compliance with laws and regulations. Once we are able to approve your application, we'll sign agreements so we can begin helping your parents find solutions when budgets are tight.

Jump Start Finance Application and Registration Form	
Full legal company name:	
Operating business name, if applicable (d/b/a):	
Corporate headquarters physical address:	
Corporate phone number:	Company Website URL:
State of Incorporation:	Federal Tax ID Number:
List all owners that hold at least 25% ownership:	
Is your company under any administrative proceedings, governmental investigations, material litigations? (Yes/No)	
If Yes to the above, please explain:	
Please disclose material, unresolved consumer complaints and/or findings made during site audits of state inspectors:	

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ALMOST DONE!

You may attach a separate spreadsheet with details if you have additional locations.

Care Center Location Information		
Location #:	Physical Address:	Capacity:
Director Name:	Director Email:	Director Phone:
Location #:	Physical Address:	Capacity:
Director Name:	Director Email:	Director Phone:
Location #:	Physical Address:	Capacity:
Director Name:	Director Email:	Director Phone:
Location #:	Physical Address:	Capacity:
Director Name:	Director Email:	Director Phone:

With your completed application, you will need to submit **EITHER** your **most recent audited financial statements** or **tax filings for the past fiscal year**.

By signing below, you certify that the information provided in the Jump Start Finance Application and Registration Form is true and correct, to the best of your knowledge. You understand that this application is subject to approval by Jump Start Finance and ONE AMERICAN BANK.

Name: _____ **Signature:** _____

Title: _____ **Date:** _____

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FREQUENTLY ASKED QUESTIONS

Q: How often do I send my care center fee invoices?

A: We accept care center fee invoices once per month per customer, between the 24th and the 27th of the month, which will cover the cost of care for the next calendar month. This gives us time to forward funds to you before the beginning of the month and statement our customers for the following month.

Q: Does Jump Start fund the full amount invoiced?

A: Yes, we will fund the full amount invoiced as long as the invoiced amount does not exceed the maximum invoiced amount that was established as part of the program setup process. We work with our care centers during the registration process to create a maximum invoice amount, which is the rate of your current, full tuition amount. Should tuition rates increase above this amount, your center will need to contact their Jump Start representative to have your maximum invoice amount adjusted.

Q: What happens if my cost of care rates increase after I sign-up?

A: Simply contact your Jump Start representative at (833) JSF-LOAN, or carecentersupport@jumpstart-finance.com

Q: How do I forward invoices to Jump Start?

A: You can email invoices to us at invoices@jumpstart-finance.com. Also, for added convenience, Jump Start also forwards an invoice spreadsheet prior to the monthly invoice schedule that you can complete and return.

Q: How do I contact Jump Start if I have questions?

A: You can contact us on our website at www.jumpstart-finance.com, by email at carecentersupport@jumpstart-finance.com or by calling (833) JSF-LOAN.