

## Important Information Regarding FACTS Tuition Management Company

- All families are required to enroll in FACTS regardless of their payment plan. There is no cost to families for this service. There are several payment options. Monthly payments are due on the 20<sup>th</sup> of the month or the next business day. Two payment plans are due on July 20 and December 20. Pay in Full payments are due on July 20.
- Automatic payments can be made from a checking or savings account or, for an additional fee, from a variety of credit cards.
- Payments for both tuition and afterschool fees are paid through FACTS. In addition, end of the year fees such as unmet volunteer hours, financial commitment, lunch duty, and library fees are processed through FACTS.
- Families are able to check their account or make payments from the convenience of their home or office at any time. Changes in personal information are made directly by the family. Changes to payment dates or amounts must be approved thorough the school first. All change requests must be received by the school at least two (2) business days prior to the FACTS automatic payment date.
- Your payments are processed securely through a bank to bank transaction and, along with your personal information, protected with the highest security standards in the industry. For more information on security, visit <https://factsmgt.com>.
- Returned payments will incur a returned payment fee directly from FACTS.