
HOW TO SET UP PAYMENT PLAN ON FACTS

Sign Up Link: <https://online.factsmgt.com/signin/41GM3>

Welcome!

We are pleased to offer FACTS Payment Plans and Grant & Aid Financial Needs Assessment on the same platform. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. You choose the day of the month to be charged.

Options are the 1st, 15th, or 20th of the month.

The following tuition plans listed below are offered by your school.

Depending on the start and end date of each plan, they may not always be offered.

Monthly Tuition Payments:

Spread your tuition balance over monthly installments.

Payment Methods Offered: Credit Card, Automatic Bank Draft

FACTS Fee for 3 or more monthly payments: \$55.00 per year

Options: 11 Monthly Payments – August through June

10 Monthly Payments – September through June

Semi-Annual Tuition Payments:

Spread your tuition balance over two monthly installments.

Payment Methods Offered: Credit Card, Automatic Bank Draft

FACTS Fee for 2 or less payments: \$25.00

Tuition Payment in Full:

FACTS is a quick, secure method for paying your tuition balance in full.

Payment Methods Offered: Credit Card, Automatic Bank Draft

FACTS Fee for 2 or less payments: \$25.00

~Please note, payments made through a debit or credit card are assessed as an additional charge for processing.

~There are NO TRANSACTION FEES if you link your checking account to your FACTS account.

~Credit Card transaction fee is 3.05% per transaction.

~Late payments and NSF will incur a fee.

Simple Steps to Enroll in a Payment Plan or Apply for Financial Aid:

1. To set up your new FACTS account, please go to the following website:
<https://online.factsmgt.com/signin/41GM3>

*If you are a **NEW FACTS** user please select "Create username and password" to begin.*

2. Then click on the **Start Application** button or the **Set up a Payment Plan** button.
3. Complete the steps as prompted.

FACTS Confirmation Notice

Once your information is received and processed by FACTS, you will receive a FACTS Confirmation Notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Once you have established your user account with FACTS, you can manage your account online at <https://online.factsmgt.com>.

If you have forgotten your Username or Password, there is a link on the sign in page to help you recover or reset the missing information.

Actions you can take once your account is set up:

1. Make an online payment – make up missed payments or pay ahead (*this option may not be available at your school*)
2. Change the financial account you are using for payments
3. Link another service (payment plan or billing) to your online account.
4. Click **View Details** to see the activity for your account.
5. Update your personal information (contact info, online and phone access, manage payers, communication settings)

Registration Fees

- Registration Fees are paid through FACTS. You will receive an invoice via email when these fees are accessed to your account with payment due date. This a separate charge that is not included with tuition fees and must be paid in full when assessed.
- Fees include Registration Fee (due at registration), Facility Fee (due at registration), Technology Fee (due July), Preschool Materials Fee (due July), Textbook Fee (due July), Home and School Fee (due August), and Milk Fee (due August - optional).
- ***Registration Fees are non-refundable per school policy***

Frequently Asked Questions

- ***Is my information secure?***

Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit FACTSmgt.com.

- ***When will my payments be due?***

Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.

- ***What happens when my payment falls on a weekend or a holiday?***

Your payment will be processed on the next business day.

- ***What happens if a payment is returned?***

Returned payments may be subject to a FACTS Returned Payment Fee; watch for a returned payment notice for additional information.

- ***How do I make changes once my agreement is on the FACTS system?***

Changes to your address, phone number, email address, or banking information can be made at <https://online.factsmgt.com> or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS.

All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.

- ***What is the cost to set up a payment plan?***

If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement.

If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you.

To view your payment plan details, login to your FACTS account at online.factsmgt.com. Customer Care Representatives are also available to assist you 24/7 at 866-441-4637

You may contact a FACTS representative at 866-441-4637 with questions.