

WHAT FAMILIES SHOULD KNOW ABOUT INCIDENTAL FEE CHARGES

Please know that our school has partnered with FACTS Management Co. to manage your tuition payments and “incidental fees” –fees outside of a family’s regularly scheduled tuition payment. Occasionally, families may incur a charge during the course of the year (e.g. field trip, athletic fee, bus, etc.) These will now be managed and collected by FACTS.

WE HAVE EXPANDED YOUR OPTIONS

Every family has different bill payment preferences, and sometimes those preferences change from one month to the next. Should you incur an incidental fee from the school, you will receive an invoice from FACTS that gives you the option to choose the payment method that works best for you with each payment.

INVOICING DETAILS

Please remember this important invoice information:

-FACTS INVOICE allows you to make payments online from your bank account or by credit card (if your school offers that option) or by mail with a check or money order. There may be a convenience fee added to your payment if paying by credit card.

-FACTS allows you the flexibility to determine how you would like to receive your invoices, by email or a paper invoice by mail. Please note a \$2.00 charge may be added if your invoice is received by mail.

-FACTS will send you an invoice for the “incidental fee(s)” approximately 15 days prior to your payment’s due date.

-Invoice payments are due to FACTS Management Co. on the date specified on your invoice (do not send payments to the school). A “late fee” may be assessed if payment is not received at FACTS on or before the due date.

-A \$25.00 insufficient funds fee will be charged for all returned payments.

MAKING YOUR PAYMENTS

If you receive an emailed invoice you will need your reference number and online registration code from your invoice when paying online at <https://online.factsmgt.com>.

If you receive a paper invoice and are mailing in a check or money order payment, please also include the payment stub. You may also pay online at <https://online.factsmgt.com>, please have your reference number and online registration code from your invoice.

QUESTIONS? CONTACT A FACTS CUSTOMER CARE REPRESENTATIVE AT 866.441.4637 OR YOUR SCHOOL DIRECTLY.