

Dear Parents,

It is time for all families, ***new and returning***, to set up their account at FACTS for the 2017-18 school year. Accounts must be set up annually on FACTS for processing of tuition and fees. Please take this step now; your student's enrollment is not complete until all enrollment steps have been taken, including establishing your payment plan.

All payments are made through FACTS. Re-enrollment on FACTS is to be completed by May 1, 2017. If you are initiating a new enrollment, it must be completed 30 days prior to the first payment.

### **Convenient Online Enrollment**

Enrolling online is simple and secure. Here is the link to enroll with FACTS  
<https://online.factsmgt.com/signin/4GMPZ>.



#### **Be sure to have the following information ready:**

- Account information for the person responsible for payment
- bank name and telephone number
- account number
- bank routing number

Before you click the Submit button, please carefully read the Final Review. Notification confirming your online enrollment in a FACTS payment plan will be sent to you after the school enters the tuition amount due for the year and activates your agreement.

*If you have questions about enrolling in a FACTS payment plan, please contact the business office. Once you have a FACTS payment plan set up, you may view your payment plan online through your Consumer Portal Account. To access the Consumer Portal, follow the instructions located on your FACTS Confirmation Notification. Should you have any questions about your FACTS payment plan, customer service representatives are available to help 24 hours a day at [866-441-4637](tel:866-441-4637).*