



FACTS Tuition Management Instructions

Christ Presbyterian Academy utilizes FACTS Tuition for all installment payments of tuition and fees. We offer a variety of payment plans through FACTS for families who do not choose to pay their tuition in full on or before **Friday, July 26, 2013**. FACTS Tuition provides families with convenience, flexibility and secure online access to individual account information. Please note, however, that there is a one-time service fee associated with this option as follows:

Families with ES students *only*: \$130 for one student, plus \$50 per additional student

Families with MS or HS students: \$170 for one student, plus \$50 per additional student

Enrollment begins Monday, April 1, and continues through Friday, July 26. You may enroll at any time during that period, but enrollment must be completed at least five business days before payments are scheduled to begin..

How to Enroll

- Enrollment is only active for one school year; families must reenroll each year for this service. An invitation to enroll in FACTS will be emailed to the email address that you provide on your enrollment contract. This invitation will contain a link to the FACTS enrollment page, as well as your unique code and postal code.
- Review your account and select your desired payment plan.

REMEMBER TO PRINT THE CONFIRMATION PAGE AFTER EACH STUDENT IS ENROLLED, AND KEEP IT WITH YOUR RECORDS. This page contains a detailed list of tuition, fees and payment information. Once you enroll, you may log in to your account anytime by visiting online.factsmtg.com.

Payment Methods

Automatic Bank Payment (a.k.a. ACH payment)—Payments you have authorized FACTS to process directly through your bank account; a secure, bank-to-bank transfer of funds that you have pre-approved from either a checking or savings account.

Credit Card—Uses the same flexible payment options as a bank-draft plan, but payments are charged to your credit card (AMEX, MasterCard, or Discover are accepted). Scheduled payments, along with a credit-card convenience fee (2.5%), are charged to your credit-card account.

Billed Invoice—Available only through special request with the CPA Business Office. This plan allows you to receive a mailed or emailed invoice and make payment by check directly to FACTS Management. Because of administrative costs, Facts Tuition Management will charge you a one-time \$45 per family fee with this option. Payments are due on the 5th of the month in August, November and February. Monthly payment plans are not available using the Billed Invoice option. Any payments received by FACTS after the payment deadline are subject to a \$25 late fee. *You must submit a signed agreement to FACTS Tuition Management by June 25, at least six weeks before the first payment date for each account.* Forms are available from the CPA Business Office.

Payment Plan Options

**** ALL TUITION & FEES ARE DUE BY FEBRUARY 5, 2014****

MONTHLY PAYMENT OPTION

No. of Payments	FACTS Sign-up Deadline
10 Payments	4/13/13
9 Payments	5/13/13
8 Payments	6/13/13
7 Payments	7/13/13

THREE-PAYMENT OPTION

FACTS Sign-up Deadline	7/26/13
1st Payment	8/5/13
2nd Payment	11/5/13
3rd Payment	2/5/14

It is recommended that you enroll early for the maximum number of payment options.

Reminders

- **DEADLINE FOR ENROLLMENT INTO FACTS TUITION MANAGEMENT IS Friday, JULY 26, 2013.**
- **Once you enroll online, you do not need to re-visit the CPA eCashier website. This site is for enrollment only.**
- **FACTS Tuition Management requires new enrollment for each school year.**
- **You do NOT need to enroll into FACTS Management if you plan to pay your tuition in full.**

If you have any questions or would like to discuss these options further, please feel free to contact Andrea Emigh in the CPA Business Office at (615) 301-3533 or andrea.emigh@cpalions.org.

For FACTS Customer Service, you may call 1-800-624-7092.