

FACTS Billing Program

Re-enrolling with FACTS for 2016-2017

If your enrollment with FACTS remained active throughout the 2015-2016 school year and we have received your re-registration fee, you will be re-enrolled automatically for 2016-2017 using the amount invoiced for the 2016-2017 school year, which you will receive with your tuition agreement package. You will have the opportunity to make banking and demographic changes to your account by accessing your FACTS account after March 1 and before the new contract with FACTS takes effect on April 1. We expect to receive all signed contracts by the date stated on your tuition agreement and will apply all anticipated corrections regarding your choice of plan to your FACTS account before April 1, 2016.

If you are new to FACTS for 2016-2017

If you are new to FACTS at Aquinas and Old Town Montessori Schools, please use this link: <https://online.factsmgt.com/signin/3QYWR> to initiate the FACTS enrollment.

During the enrollment process you will specify each student that will be covered by the plan*, the type of plan (Annual – one payment, Semi-Annual – two payments or Monthly – 8 payments), the date on which you would like payments withdrawn, either the 1st or the 5th of a month, and the payment type – direct withdrawal or credit card. You will need your banking or credit card information to complete your enrollment. At the end of process, the system will provide you with a schedule of all your payment dates.

*While entering student information for EACH student on the agreement, please select a code corresponding to grade:

PRH – Primary half day at Mount Vernon campus
PRF – Primary full day at Mount Vernon campus
PRHO – Primary half day at Old Town campus
PRFO – Primary full day at Old Town campus
LE – Lower Elementary at Mount Vernon campus
UE – Upper Elementary at Mount Vernon campus

*Please follow these steps to create a Student ID:

Add first capital letter of the child's name to child's last name, then add a digit; e.g. (Mary Smith) MSmith1. If the Student ID has been already taken please add another digit and re-submit your entry.

After you set up your account, the School will enter the Total Amount Due specified in your tuition agreement for your family. If you have any questions about setting up your account, please contact the FACTS Customer Service at

(866) 441-4637.

Non-tuition and other Optional Charges

Incidental charges are all charges other than tuition and deposit including Summer Camp, Early and After Care, Re-registration fees, Drama club, Field trips, etc. are billed to families during the school year using the FACTS incidental billings program. This service has several benefits: the ability to pay from a bank account or with a credit card, email invoices and balance reminders, etc. There will continue to be authorization forms that will be needed to be sent into the office for such activities like Summer Camp, and Field Trips. However, you will not be sending in your check with these authorization forms. Instead, all payments will be made through the FACTS Incidental Invoice system by electronic payment. Monthly, families will be billed for incidental charges from FACTS directly, so please be on the lookout for emails from “FACTS Management Company.”

IMPORTANT NOTE: FACTS accounts do NOT include charges from Chess Club, Lego Club and piano teacher. You will still have to pay them directly. Sorry for any inconvenience this may cause you.

There are no late charges. We expect you to pay your bill on time, but we are not assessing late charges. If you are having a problem paying your bill, it is very important to let us know at info@aquinasmontessorischool.com or 703 780-8484.

Thank you in advance for your cooperation in using our online payment system. If you have any questions, please contact us at info@aquinasmontessorischool.com. We are happy to assist you in this process.