



FACTS Billing Program 2017-2018

Re-enrolling with FACTS for 2017-2018

If your enrollment with FACTS remained active throughout the 2016-2017 school year, and we have received your reregistration fee, you will be re-enrolled for 2017-2018. You will receive an invitation and unique code for setting up a new payment plan in FACTS. You will be able to select a new plan as well as to make any banking or demographic changes to your account. Please make these changes by March 17, 2017. Aquinas expects all contracts to be returned by March 17, 2017 with payment plans (annual, semi-annual, or monthly) indicated in the signed tuition agreement in order to facilitate this process.

*Please note that the deposit is drawn **immediately** after your agreement with FACTS is finalized.

If you are new to FACTS for 2017-2018

Aquinas will enter the "Total Amount Due" specified in your tuition agreement for your family. FACTS will send to you an invitation to register with a temporary login. During the FACTS 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(Annual – one payment, Semi-Annual – two payments or Monthly – 8 payments), the date on which you would like payments withdrawn, (1st or the 5th of a month), and the payment type, (direct withdrawal or credit card).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.

*the codes below correspond to following grades:

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 contact the FACTS Customer Service at (866) 441-4637 if you have any questions about setting up your account or login.

Non-tuition and other charges

FACTS charges each family between \$0 and \$47 per year depending on selected plan.

Incidental charges are all charges other than tuition and tuition deposit, including Summer Camp, Re-registration fees, Drama club, Field trips, Early Care, After Care, etc.. 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 Aquinas 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. Families will be billed for incidental charges from FACTS on a monthly basis. 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. These are activities outside of the school day, and the providers will ask you for separate payments. We apologize for any inconvenience this may cause.

There are no late charges. We expect you to pay your bill on time. If you are having a problem paying your bill, it is very important to let us know at aquinasmontessorimv@gmail.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 aquinasmontessorimv@gmail.com. We are happy to assist you in this process.