

FACTS Billing Program

Re-enrolling with FACTS for 2018-2019

If your enrollment with FACTS remained active throughout the 2017-2018 school year and we have received your re-registration fee, you will be re-enrolled automatically for 2018-2019 using the amount invoiced for the 2018-2019 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 within 10 days after March 1, before the new contract with FACTS takes effect on March 15, 2018. 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 (monthly, annual, or semi-annual) and corresponding plan discounts to your FACTS account.

If you are new to FACTS for 2018-2019

The School will enter the Total Amount Due specified in your tuition agreement for your family. You will receive an invitation letter from FACTS with your temporary login credentials.

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(Annual – one payment, Semi-Annual – two payments or Monthly – 8 payments), the date on which you would like payments withdrawn, either the 1st or the 5th of a month, and the payment type – direct withdrawal or credit card.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.

*Code abbreviations corresponding to 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

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

Optional 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 billings program. This service has several benefits: the ability to pay from a bank account or with a credit card, email upcoming payment 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 system by electronic payment. Families will be billed for optional charges from FACTS directly, so please be on the lookout for emails from “FACTS Management Company.”

IMPORTANT NOTES:

Depending on the selected plan you might incur an additional FACTS fee, between \$0 and \$45 per family per year. FACTS accounts do NOT include charges from Chess Club, Lego Club and piano or violin teachers. You will still have to pay them directly. We apologize for any inconvenience this may cause you.

There are no late charges assessed by the school. 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 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 703 780-8484. We are happy to assist you in this process.