

May 10, 2017

# FREEDOM CHRISTIAN ACADEMY

## Tuition Payment Plan Setup

Dear FCA Parents,

One of our goals at FCA is school improvement. For the 18-19 school year, we have contracted with FACTS Management Company to electronically process our monthly tuition payments. FACTS serves over 3,500 schools nationwide and is the industry leader in automatic payment processing for Christian schools.

You will need to take the following steps to set up your tuition payment account. This process will take about 10 minutes to complete:

1. You may choose in full, by the semester, quarterly or an 11-month payment plan to be processed on the 5<sup>th</sup> or 15<sup>th</sup> of each month, either through direct draft or automatic credit card payments.
2. In order to hold your enrolment, spot your required tuition deposit is due June 15<sup>th</sup> and must be paid in the school office.
3. All families are **required** to set up a FACTS accounts. You will conveniently enroll on-line by going to your Parent Web account. **Payment accounts must be set up by June 1.**
4. For assistance please see the instructions sheet titled "FACTS Account Setup Instructions" on our website found under the "Documents" tab.
5. FACTS Account: You may check your account on-line by going to the "Tuition Payment" menu option and follow the link to FACTS tab on the left side of the screen.
6. If you have questions related to the setup process please call Georgia King at 910-485-7777.

One of the universal challenges in private education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. We will continue to be able to adjust to any special circumstances that may arise.

We thank you for your continued loyalty and support for Freedom Christian Academy. We depend on your support in our efforts to provide the highest quality of education. Please continue to pray for us that we remain faithful to our mission.

Sincerely,

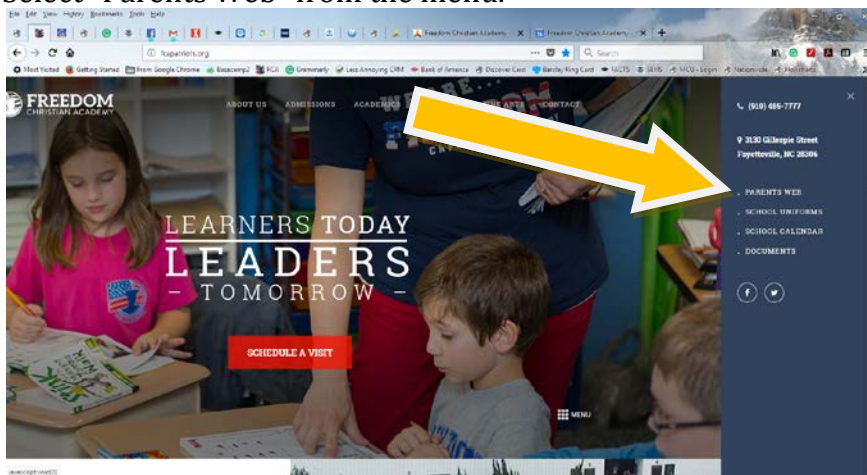
The Administration

# FACTS Account Setup Instructions

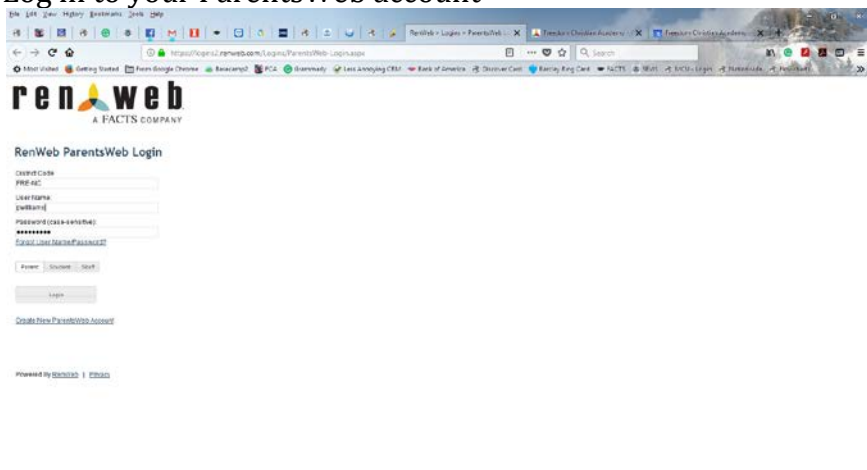
1. From the Fcapatriots.org website select the Menu button.



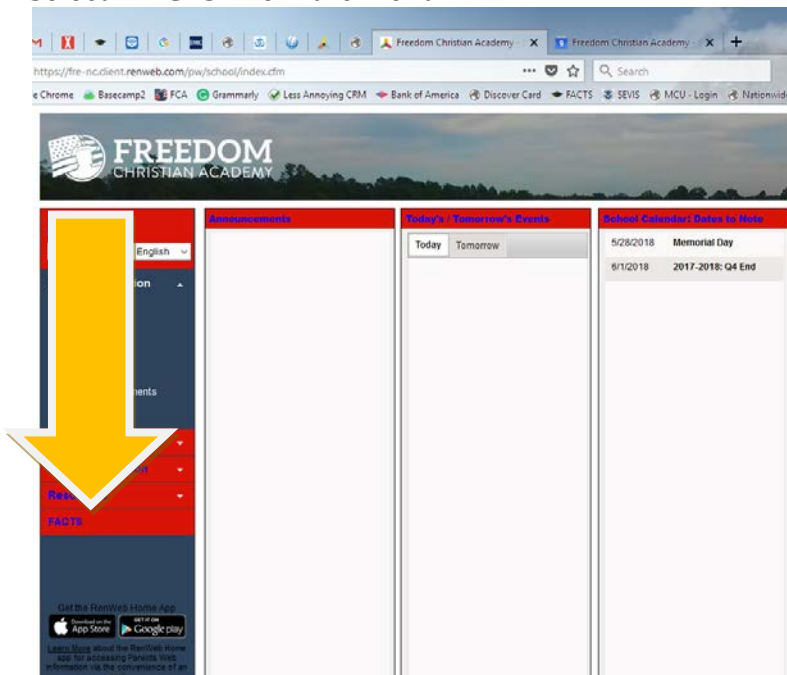
2. Select "Parents Web" from the menu.



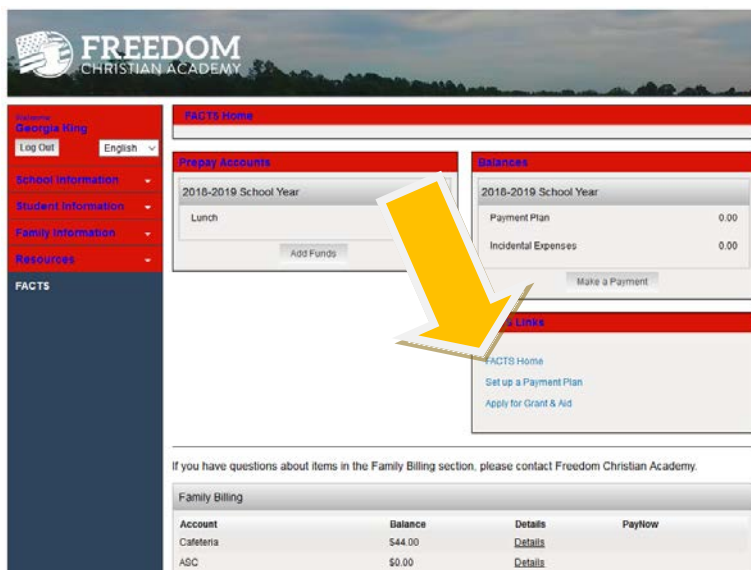
3. Log in to your ParentsWeb account



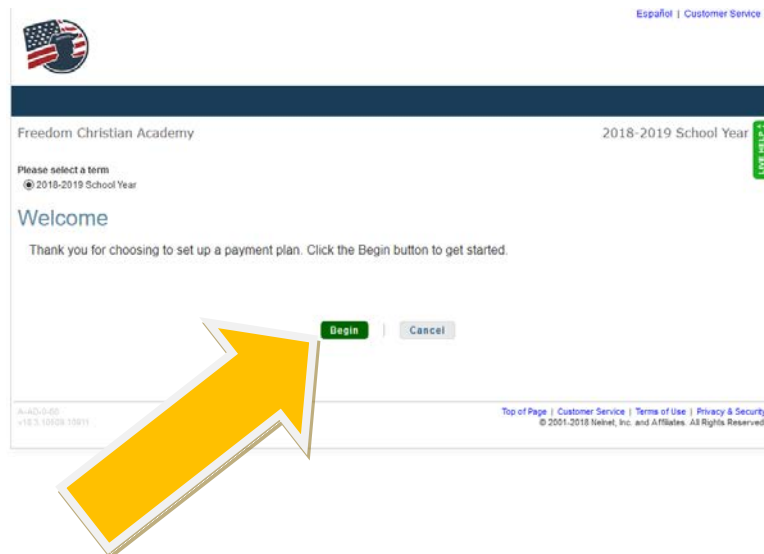
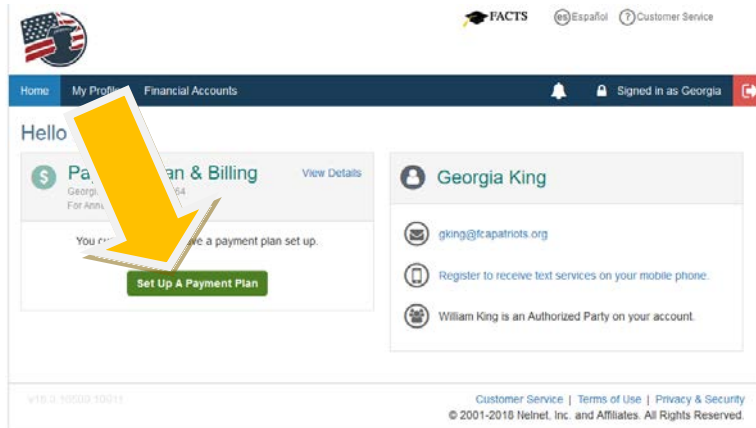
4. Select "FACTS" from the menu.



5. Go to the FACTS Home menu item



6. Follow the instruction to “Set Up a Payment Plan”.



7. Once you have set up your payment plan the Finance Office will apply the tuition charges for your family and you will approve them for draft or credit card payment.