



TUITION PAYMENT PROCESS

The FACTS Management Company is a contractor of Fontbonne Academy that manages the tuition payment process for our multi-payment plans, in addition to providing data collection and assessment assistance for financial aid. If you are paying the tuition and fees in one single payment (Plan A), you do not need to read this information or enroll with FACTS. You simply complete your Tuition Contract and send it with a check to Fontbonne Academy. If you are paying the tuition and fees in more than one payment (Plan B or C) you must enroll and use the FACTS Tuition Payment Plan. **PLEASE NOTE THAT THIS IS SEPARATE FROM THE FINANCIAL AID APPLICATION PROCESS.** Details are below.

SIGNING UP- First time FACTS Tuition Payment Plan users (new to Fontbonne or paid via Plan A last year) Sign up for this service is available via our website, www.fontbonneacademy.org (see details below). Every student's tuition must be paid through FACTS unless it is paid in full by July 1 (Plan A). When you sign up with FACTS, you select a password (access code) that will allow you to review your payment information and progress throughout the year, while protecting your information from unauthorized access.

Directions for enrolling in the FACTS Tuition Payment Plan: Go to www.fontbonneacademy.org, highlight the word "Admissions," scroll down and click on "Tuition, scholarships and financial aid." Once there, click on the FACTS logo and you will be redirected to the FACTS website. Follow the directions for creating an account. If you have any questions, click on the help button at the top of the page. After you have completed your agreement, the Business Office will enter the student ID and payment amount for you. If scholarships or financial aid have been offered, that amount will be included. (if you are receiving financial aid, you must return your signed offer letter first) **Enrollment in FACTS must be completed by June 15.** Your enrollment fee is withdrawn from your account within a few days of completing your FACTS agreement.

TUITION INSURANCE—all FACTS customers (new or existing)

FACTS Tuition Management offers a "Peace of Mind" Benefit. It allows for the tuition balance for the current school year to be paid in the event of the responsible payer's death. If you elect to participate in this optional benefit, a small annual fee will be added to the FACTS enrollment fee. Details are available on the FACTS website.

Regardless of the payment plan you choose, we do not send account statements unless your account is in default. FACTS payers receive notices of withdrawal problems and resulting charges directly from FACTS; you are also able to see your own payment information and history on the FACTS website.

We understand that working with payment systems can be confusing at times, even if you've had past experience with FACTS. Please don't let your questions keep you from completing this process! Contact Carrie Pendleton at 617.615.3029 or cpendleton@fontbonneacademy.org.