

## **2017-2018 Tuition Payment Options / Instructions**

Montessori Academy Edison Lakes (MAEL) offers two options for paying tuition: one payment made directly to the School or monthly payments through the FACTS Management program.

1. One Payment Plan: Payment can be made by check (payable to Montessori Academy) or credit card (MasterCard or Discover). Please note there is a 3% surcharge for credit card payments made at the school. If electing the one payment plan, full tuition must be paid by July 1, 2017. *Note: If you enroll your child after school starts in August, you must have full tuition paid prior to your child's start date.*
2. Monthly FACTS Management payments: The FACTS Management program annual fee is \$43.00. You may choose to have direct debit from your checking or savings account, a monthly charge to your credit card (MasterCard, Visa, American Express or Discover 2.75% surcharge through FACTS Management) or monthly invoicing. Enrollment in the FACTS Management payment plan must be completed before enrollment is considered final and before we save a space in the classroom for your child. *Note: If you enroll your child after school starts in August, you must sign up for the FACTS Management payment plan within two weeks of your child starting school.*

### ***Instructions for those currently enrolled in the FACTS Management payment plan***

Parents/guardians currently enrolled in the FACTS Management payment plan for the 2016-2017 school year do NOT need to complete another agreement online. Upon receipt of your selected tuition payment plan on the signed enrollment contract, MAEL will electronically complete an agreement for you. You will receive a FACTS Management Company Enrollment Confirmation Letter outlining your new plan from MAEL. Information may be reviewed for accuracy before the payment plan is finalized. MAEL will start finalizing agreements on March 3, 2017. Within 2 weeks of being automatically re-enrolled by MAEL; your bank account will be charged the annual \$43 fee from FACTS Management Company.

### ***Instructions for new families who wish to enroll in the FACTS Management payment plan***

Log onto the FACTS Management website <https://online.FACTSmgt.com/signin/4DT7V>

Follow the instructions to create a FACTS Management payment plan account with a user ID and password



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If you elect to set-up automatic payments through a bank account or credit card, be sure that the primary customer on the account is also a signer on the bank account/credit card

Please add all of the students you are going to enroll at MAEL for the 2017-2018 school year (we will be entering charges per student with the FACTS Management system)

If you have any questions, click on the help button at the top of the screen or feel free to call FACTS Management customer service at 1-866-412-4637. (These calls are answered 24 hours a day/7 days a week)

Once you have filled out your agreement online, you will receive a FACTS Management Company Student Enrollment Confirmation Letter from Montessori Academy Edison Lakes. Tuition totals should be reviewed for accuracy. Once MAEL receives confirmation from you regarding the confirmation letter and tuition totals, we will finalize the FACTS Management payment plan.