

SUMMER CAMP TUITION PAYMENT

Summer Camp Only Families

Thank you for choosing Triad Baptist Christian Academy (TBCA) for your child(ren)'s summer time experience. TBCA partners with FACTS Management Company to help us manage our tuition payments. All tuition is automatically drafted from your financial institution of choice. The security and convenience of payment processing and information offered by FACTS is a great asset to the school. New summer camp families will need to follow the instructions below to set up your FACTS account. *This must be completed upon registering for summer camp.*

Step by Step FACTS Enrollment Instructions

1. Go to the FACTS website at <https://online.factsmgt.com/signin/4KFBP>. The link will also be on the school website at <https://www.tbcanow.org/statement-of-fees>.
 2. Create a new FACTS account; following the prompts.
 3. Enter email
 4. Add your family address and phone number
 5. Add your children.
 6. Select your grade: **Summer Camp** (please do not put your child's grade)
 7. Select school term for **this school year.**
 8. Enter your financial institution information. If you choose credit card, there is an additional fee of 2.85% of transaction that is applied. You will need to select auto draft for incidentals.
 9. Hit submit
- *New summer camp families*--there is a \$50.00 FACTS set up fee per family that will be applied to your FACTS account upon completion of setting up your account.
 - *Non-Academy/After School families*--a \$50.00 Summer Camp Registration fee is due when submitting the registration forms to the office. Cash or check is acceptable. Please make check payable to TBCA.
 - No money is accepted at the school office for weekly summer camp tuition; all transactions are completed with the FACTS Management Company and are automatically drafted weekly.
 - **Draft dates** are the Monday of each week of summer camp you sign up for.

Current Academy/After School Families

Your summer camp weeks will be added to your current FACTS agreement. **Draft dates** are the Monday of each week of summer camp you sign up for.

Removal of Weeks

All weeks checked on the Summer Camp Registration form will be billed on your FACTS account regardless of attendance. Weeks will not be removed from the account, as previsions and staffing have been acquired for your child in accordance with the registration form.

For question about FACTS set-up please contact Sarah Anderson, Office Manager at sarah.anderson@tbcanow.org or 336-996-7573 ext. 139.