

Dear Parents,

Thank you for choosing Triad Baptist Christian Academy for your child(ren)'s education. TBCA partners with FACTS Management Company to help 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 our school. You will notice these benefits available through FACTS:

1. Payment Options: Automatic payments can be made from a checking or savings account or from a variety of credit cards. All fees and miscellaneous charges can either be automatically drafted or invoiced for payment through email.
2. Convenience and Security: Your payments are processed securely through a bank to bank transaction.
3. Peace of Mind Insurance: FACTS offers this *optional* benefit for only \$17 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance for the current school year is paid to the school.
4. Consumer Account: You may check your personal account or make payments online from the convenience of your home or office anytime.

Instructions on how to set up your FACTS account are attached. Set up is required in order to complete your enrollment.

If you should have any questions regarding FACTS, please contact Melissa Myers, Office Manager, at [melissa.myers@tbcanow.org](mailto:melissa.myers@tbcanow.org). Any questions regarding enrollment may be directed to Kandice Pringle, Enrollment Coordinator, at [enrollment@tbcanow.org](mailto:enrollment@tbcanow.org).

Thank you.

## 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.
2. Create a new FACTS account; following the prompts.
3. Enter email
4. Set up payment plan
5. Add your family address and phone number
6. Add your children. You will select their primary grade. If an After School student, select After School, not their grade.
7. Select payment plan:

**Pay in full** – annual tuition amount is paid August 1st.

**Pay 10 months ending May** – Families who have students in the Academy, After School, and Preschool (PS who do not attend summer) choose the plan ending in May. This plan is for students who attend the normal school year: Academy, After School and Pre-School students who do not plan to attend through the summer.

*Note: If your family has siblings in Preschool attending the summer and an Academy or After School student, you will select the payment plan ending in May. The Academy Office will manually change the Preschool student to a twelve-month plan ending in July.*

**Pay 12 months ending in July** – Families with Preschool only students who are attending during the summer and Academy families who wish to spread their tuition over a twelve-month period ending in July.

8. Select type of payment and enter information.
9. Choose method for which to be billed Incidentals (i.e. field trips, lunches, etc.), either to be billed separately or auto pay. *(Auto-pay is recommended for all incidental charges in order to reduce incurring late fees for incidental expenses.)*
10. Payment schedule will appear
11. Review and authorize
12. Peace of Mind Insurance (optional)
13. Hit submit