

WELLINGTON CHRISTIAN SCHOOL

2012-13 FACTS TUITION MANAGEMENT INFORMATION SHEET

1. Tuition payments through FACTS are made automatically from either checking or savings accounts through a family's financial institution. By choosing to pay tuition on a monthly basis, you must authorize FACTS to process your tuition payment automatically through bank payments on either the 5th or 20th of the month. There is an annual fee of \$41.00 for monthly payments, which will be automatically deducted from your account five to ten days after sign-up.

If you choose bi-annual payments you must authorize FACTS to process your tuition payment automatically through bank payments on June 8, 2012 and December 10, 2012. There is an annual fee of \$10 which will be automatically deducted from your account five to ten days after sign-up.

2. Families who used FACTS for tuition payments during the 2011-2012 school year will be automatically renewed by the WCS Business Office if no changes are required. FACTS will send a renewal confirmation letter including date and amount to be drafted. **If a different bank account will be used this year, please contact the WCS Business Office.**
3. Any changes to your FACTS account must be submitted **at least three business days prior to your draft date.** You can contact FACTS directly or the Business Office (561) 793-1017 ext. 2601.
4. If funds are not available in the authorized account on the day of the month that you have selected for FACTS to collect tuition, you will receive a letter from FACTS with instructions on how the missed payment is to be made up. Families will be charged a \$30 missed payment fee by FACTS through a bank draft.
5. Extended School Care payments can be paid in full directly to WCS or in two semester payments or monthly through FACTS. The payments are due following the same payment schedule as the tuition. Fees are published in the 2012-2013 Tuition Schedule.