

WELLINGTON CHRISTIAN SCHOOL

FACTS INFORMATION SHEET -2011-2012

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 which will be automatically deducted from your account five to ten days after sign-up.
2. Families who used FACTS Management for tuition payments during the 2010-2011 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 Management account must be submitted to the Business Office **at least three business days prior to your draft date. Please DO NOT call FACTS.** If you need to change the date of a withdrawal, please call the Student Billing Office at (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 \$25 missed payment fee by FACTS through a bank draft.
5. Extended School Care payments can be paid in full or in two semester payments directly to WCS or monthly through FACTS. The payments are due following the same payment schedule as the tuition. Fees are published in the 2011-2012 Tuition Schedule.