



CES Tuition Payment Plans 2008-2009

At CES, we are constantly looking for ways to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal, we will again partner with FACTS Management Company to carry out the deferred tuition payment function. We believe this will provide significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information.

About FACTS

FACTS is the tuition management service most widely used by private and faith-based schools nationwide. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to participate is a nominal, annual, nonrefundable FACTS Enrollment Fee per family which will be deducted from your account prior to the first tuition payment. In addition, a processing fee per student will be charged by Christ Episcopal School for the 2 payment and 10 payment plans. The total fee for using FACTS is substantially less than the tuition loan plan we have used in the past, even if you elect to pay by credit card. You may budget your tuition and fees in the following ways:

Automatic Bank Payment (ACH)—ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account on the 5th or 20th of each month.

Credit Card—If you elect to use this option, your monthly payment, along with a convenience fee of 2.5% (\$2.50 for every \$100 of tuition charged), will be automatically charged to your credit card on the 5th or 20th of each month. Please note that AMEX, MasterCard, or Discover are accepted, VISA is not. The convenience fee is in addition to the nonrefundable FACTS Enrollment Fee and school processing fee. Paying with your credit card gives you the option of taking advantage of various bonus programs offered by your credit card company.

Payment Plan Options for 2008-2009

- 1. Payment in Full by check or cash directly to CES** on or before July 1. Please note that the option to pay by June 1st with a small discount has been eliminated. No fees for FACTS or CES.
- 2. Payment in Full through FACTS** with your credit card, on or before July 1. \$10 FACTS annual enrollment fee, 2.5% convenience fee, no CES fee.
- 3. Two payments through FACTS.** Payment options as above for two payments, 60% by July 1st and the remaining 40% in November. \$15 FACTS annual enrollment fee per family. Convenience fee if paying with a credit card. The CES processing fee is \$30 per student.
- 4. Ten monthly payments through FACTS.** These payments will be automatically deducted from checking or savings, or automatically charged to credit card (with convenience fee) beginning in July on your choice of the 5th or 20th of the month. The FACTS annual enrollment fee is \$41 per family. Convenience fee if paying with a credit card. The CES processing fee is \$150 per student.

Convenient Online Enrollment

If you elect Options 2, 3, or 4, you must also enroll in the FACTS Payment Plan online by linking from the school's web site. Enrolling online is simple and secure. Look for the following icon under the Parent section of the web site.



Be sure to have the following information ready prior to linking to eCashier:

- The name, street address, and e-mail address of the person responsible for making the payments.
- To protect your privacy, you will be asked to create your own unique FACTS Access Code. Please be sure it is something you can easily remember.
- Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.
- If you wish to enroll using a credit card, print the form from the link on the Parent page on the web site and follow the instructions. You need to provide authorization by calling the FACTS toll-free number on the form.

Before you click the Submit button, please carefully read through the Final Review and the Terms and Conditions. Notification confirming your enrollment in a FACTS payment plan through e-Cashier will be sent to you after the school enters the net tuition amount due for the year. Then, the annual enrollment fee will be automatically deducted from your account.

Frequently Asked Questions

1. When will the funds be withdrawn from my bank account? FACTS transacts each payment on the specified date (5th or 20th), it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

2. Can I pay a portion of my balance up front and the remainder of the balance using FACTS? Yes, you may pay any portion of the tuition due by check or cash to the school by July 1, 2007. You may choose to pay the remaining balance using FACTS. The FACTS enrollment fee, CES fee and credit card convenience fee (if applicable) will be charged.

3. How will I be notified of my payment information? Once your agreement is posted to the FACTS system and the School enters the net tuition amount, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to *MyFACTS* Account.

4. What is the FACTS Access Code? To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should inquire online through *MyFACTS* Account or call into FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code. If you do not create an access code when you enroll, one will be randomly assigned to you and included in your FACTS Confirmation letter. Please remember to keep a copy of your confirmation notification.

5. What happens if FACTS attempts to process my payment and there are not enough funds in my account? Should an automatic bank payment or credit card payment be returned, a \$25.00 FACTS Returned Payment Fee will be automatically assessed to your account. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, the reattempt will occur on the 20th; for payment scheduled for the 20th, the reattempt will occur on the 5th of the following month.

6. What if I am already enrolled with FACTS? You will receive a reenrollment letter in your registration packet if you are enrolled using ACH payments. Simply sign it and return with your Tuition Payment Preference form. If you are enrolled for credit card payments, you must reenroll to reauthorize the charges for the coming year. Follow the instructions on the web site.

7. How will I pay other expenses at the school? Consistent with prior years, you will receive a notice from the school for items such as aftercare, tuition refund insurance, and bus charges; payment for these will be made directly to the school. The per family building fee can be included into the total tuition amount and processed with your tuition payment through your FACTS plan if you wish.

If you have questions about enrolling in FACTS, please contact either Sonia (x203) or Sue (x206) in the CES Business Office at (985) 871-9902. Once you have a FACTS plan set up, you may contact FACTS directly (800) 624-7092 or view your agreement online through *MyFACTS* Account. To access *MyFACTS*, follow the instructions located on the FACTS Confirmation Notification or e-mail. FACTS customer service representatives are available Monday - Thursday, 7:30 am to 7:00 pm (CT), and Friday, 7:30 am to 5:00 pm.