



TUITION MANAGEMENT PLAN ENROLLMENT INSTRUCTIONS

Families not choosing to pay tuition in full or semi-annually are required to sign up for FACTS Tuition Management. The FACTS system's secure server automatically withdraws tuition payments from parents' bank accounts every month.

PARENTS NEW TO FACTS: See instructions for creating your account below.

Please set up your account **as soon as possible** so that the school can process your payment information. You may choose either the **5th or 20th of each month**. You also can choose from the following options:

- 10 equal payments – July – April
- 12 equal payments – July – May

If you are already using FACTS for the 2020-2021 school year, you will be automatically re-enrolled for the new school year. You may still use your current user name and password. You should review your current contact information and bank / credit card account information to be sure it is accurate.

FACTS withdrawals can be made from a checking or savings account. You may also choose payment by credit card for a small processing fee. Please be aware that there are sufficient funds in the account prior to your payment date, as FACTS charges an **insufficient funds fee in addition to any bank charges incurred**.

If 2 parents are responsible for payment, 2 separate accounts should be set up. The school will enter 50% of the amount owed to each account (or another allocation if directed).

NEW FACTS TUITION PAYMENT SET-UP

1. Go to: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>
2. Log in to your Family Portal account. If you have not already signed in before, please refer to the Family Portal Login Instructions.
3. Click on the **FINANCIAL** tab on the left side of your screen. and in the box labeled '**FINANCIAL LINKS**' click on '**APPLY FOR GRANT AND AID**'
4. Choose: **SIGN IN** if you didn't use FACTS this year but did set up an account for financial aid, please use the same one login information. **THIS WILL BE DIFFERENT FROM YOUR FAMILY PORTAL LOGIN INFORMATION.**
5. Choose: **New Account** and create a username & password. Be sure to save this information for future use.
6. **Create a FACTS account**
7. Once your account is set up you will need to Choose **SET UP A PAYMENT PLAN** on the right in order to enter bank account information.
8. Continue to add account information. Upon completion, the school will enter the payment information for your account (including amount owed, withdrawal date, and number of monthly payments). You will receive an email when the account is finalized.

