



FACTS Tuition Plan Setup Instructions

1. Log into ParentsWeb account.
2. Select "Tuition Plan Sign Up" under Family Information menu.
 - a. This will take you directly to FACTS homepage.
3. Create account with FACTS.
 - a. Contact information
 - b. Account profile- username, password, security questions
 - c. Submit
4. Click Set up Payment Plan.
 - a. Look for different term, select 2017-18.
 - b. Begin.
 - c. Follow steps to create account (review contact information, etc).
 - i. You must add your students individually who will be attending Faith Academy next year and 2017-18 grade level.
 - ii. Select payment plan (full, semester, monthly). ***Enrollment fee listed on this page is for FACTS enrollment.***
 - d. Enter payment details.
 - e. View payment schedule. Amounts will not be shown until FAMF has verified your tuition amount.
 - f. Review information and submit.
 - i. Sign up for text alerts once your information is submitted.

FACTS accounts must be set up by May 24 for monthly payment plan families to pay in June. Monthly payment fee will be rolled into your tuition payments (\$200 per family). In full or semester payment plans need to be set up by July 24 to pay in August.

There is no enrollment fee for the FACTS set up but there is for Faith Academy. It is rolled into your tuition payments.