



Our Partnership with FACTS

Dear Parents,

At Victory Christian Academy, we are continuously seeking ways to serve our families while focusing our available human and financial resources on our primary mission which is education. To help us meet this goal we will be partnering with FACTS Management Company to help manage our tuition payments for the 2010-2011 school year. Our research indicates significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information.

Your Payment Plan Options

You have three convenient ways to submit your tuition payments through FACTS. Payments can be made via:

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.

Credit Card—If you elect to use this option, your payment, along with a 2.5% convenience fee, will be automatically charged to your credit card (AMEX, MasterCard, or Discover are accepted). Paying with your credit card allows you to take advantage of various bonus programs offered by your credit card company.

Paper Bill —A paper bill can be mailed to you for an additional cost to cover postage and handling.

Your Payment Plan Options

Equal payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit card (with 2.5% convenience fee added for credit cards payments only) on the 15th of the month. AMEX, Discover and MasterCard accepted.

We have made the following payment schedule available for your convenience giving you the ability to customize the plan for what works best for you:

1. **Full payment** of tuition. Full payments are due on or before June 15, 2010.
2. **Two-payment plan** on June 15th and December 15th. A \$10 processing fee will apply.
3. **Quarterly payments** on June 15th, September 15th, December 15th, & March 15th. You must register online before May 31, 2010. A \$41 processing fee will apply. (\$45 for a paper bill.)
4. **10 Monthly payments** beginning on August 15th. A \$41 processing fee will apply. (\$45 for a paper bill.)
5. **12 Monthly payments** beginning on June 15th. You must register online before May 31, 2010. A \$41 processing fee will apply. (\$45 for a paper bill.)

You can access all of your account activity, change method of payment, make additional payments, and view upcoming payments online at www.VCAcademy.org/facts .

Convenient Online Enrollment

FACTS online payment portal provides access to our own site for enrolling in FACTS for tuition payments. Enrolling online is simple and secure. Go to www.VCAcademy.org/facts to enroll.

Registering online is mandatory since tuition payments are made through FACTS and will not be accepted in the school office.

Be sure to have the following information ready: (Not applicable for paper billing)

- 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 paying by credit card, have your card information available.

Before you click the Submit button, please carefully read the Final Review. Notification confirming your enrollment in a FACTS payment plan online will be sent to you after you submit your agreement.

If you have questions about enrolling in FACTS please contact them directly (866) 441-4637 or view your agreement online at www.VCAcademy.org. You can log on with your username and password.

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.

Frequently Asked Questions

1. When and what time will the funds for my payment plan be withdrawn from my bank account? While FACTS transacts each payment on the specified date, 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. How will I be notified of my payment information? Once your agreement for tuition payments is posted to the FACTS system 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.

3. 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 for each failed payment attempt. This is in addition to Victory Christian Academy's \$25.00 charge plus any penalty your bank may assess. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 15th of the month, a reattempt will occur on the 1st of the following month.

4. What if my payment is late? If payment is not received by FACTS on schedule, a \$25 fee is charged and will be billed to you the following month.

We Look Forward to Serving You Better!

Victory Christian Academy looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. Should you have any questions regarding this plan, please contact FACTS at 866-441-4637.