

## TUITION MANAGEMENT

### SINCE THE QUALITY OF OUR PROGRAMS IS OF PRIMARY IMPORTANCE TO US...

We are pleased to continue partnering with the FACTS Tuition Management Company to help manage our tuition program. All processing of tuition and incidental charges will be managed by FACTS, allowing us to spend more time and energy on education, development, and other school related issues, as well as providing a strong, consistent cash flow to meet the demands of educational and operational costs of running our school. FACTS serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools.

Garland Elmore  
*School Principal*

Vicki Hess  
*Preschool Director*

Eric Mounts  
*Senior Pastor*

This Tuition Management newsletter contains important information regarding your tuition for the 2014-2015 school year and the FACTS account. Please read thoroughly to learn about your tuition payment options.

### FACTS MANAGEMENT ACCOUNT

FACTS account contains all the financial information regarding your tuition at Bible Center School and/or Bible Center Preschool. Returning families should log-in to their FACTS account and review profile and financial account information. If you have lost the password for your FACTS account, you should contact FACTS at 866.412.4637. If you need help with the password recovery information, contact Kim Alvis at Bible Center School.

New families will be contacted by Kim Alvis for an appointment to set up their FACTS account.

### TUITION PAYMENT PLANS

- **Ten Month Payment Option:** full tuition – 10 monthly payments; drafted on the 5th or the 20th of each month. Monthly payments begin September 2014 and continue through June 2015. [This applies to both school and preschool tuition.]
- **Semester Payment Option:** full tuition – 2 payments; drafted on either the 5th or the 20th in September 2014 and January 2015.
- **Annual Payment Option:** full tuition; drafted on either September 5th or September 20th reflecting a 3% discount. [Discount applies to school only].

Initial tuition charges will be added to your FACTS account by mid-August. Log into your account to view the itemization of tuition and payment schedule. Payments will be drafted according to your indications during the enrollment period.

Returning families will continue with the same payment plan as the prior year. If there is a change needed in your elected payment plan, please contact Kim Alvis before August 1, 2014.

### INCIDENTAL CHARGES

Incidentals are charges for semester supply fees, extra preschool days, drama, extra-curricular activities, field trips, aftercare, sports, etc. Semester supply fees and drama will be billed at the beginning of each semester. All other incidental charges will be billed monthly with charges incurred through the last calendar Friday of each month. Incidentals will be due mid-month the following month.

### PAYMENT NOTIFICATION

Email reminder notices will be sent from FACTS Management two weeks prior to the automatic bank draft or credit card payment. You can also receive text alerts as payment reminders. That option is available in your FACTS account under *My Profile*. It's important to log into your FACTS Management account often to review your account activity.

### AUTO-DRAFT PAYMENTS

All payments are securely made online by using either bank account draft, American Express, Discover, or MasterCard. Visa is not accepted. Credit card payments incur a 2.75% courtesy use charge per payment by FACTS. Payments are drafted according to option you elected.

### ONLINE PAYMENTS

At any time, you can log onto your FACTS Management account and make an online payment for tuition or incidental charges.

Feel free to contact **Kim Alvis** in the Financial Office at 304.346.0431 or [kalvis@biblecenterchurch.com](mailto:kalvis@biblecenterchurch.com).