

Paying Incidental School Expenses with FACTS

FACTS Management not only manages a family's scheduled payments for tuition, but also handles the billing for your student's incidental expenses. Incidentals are charges not covered in your FACTS tuition payment plan, such as:

- Lunch
- Bookstore charges
- Before care
- After care
- Field trips
- Sports fees
- Technology fees
- Extracurricular activities
- Miscellaneous expenses

Your school posts incidental expenses to your FACTS account as they occur. Then, FACTS notifies you of your incidental expenses by email or postal mail. You can change your notification preference any time by logging into the "My Profile" section of your FACTS account.

There are four easy ways to pay for your student's incidentals.

Auto Pay



Auto Pay is a convenient way to make sure your incidental expenses are paid on time. With your authorization, we will draft payments automatically as expenses are incurred. Ten days before the due date, you will receive a notice of the amount, description of charges, and the date the payment will be deducted from your account. You don't have to do a thing. It's automatic. To set up Auto Pay, log in to your FACTS account and go to "Enroll in Auto Pay."

Pay Online



- When you receive an invoice for incidental expenses, follow the link in the invoice to view your charges and make a payment. You can log in to your FACTS account any time at online.factsmgt.com.
- Go to "Make a Payment." Enter the financial account or card you wish to use or login to pay with a stored account.
- Confirm Payment. A confirmation page will appear, which you can print. A copy of the transaction will also be sent to the email addresses you have provided.
- Payments are processed immediately and cannot be canceled once submitted.
- If desired, another family member can pay your student's incidentals without logging in to your account. Just forward your email notification to your relative. He/she can make a payment to your account using his/her bank account, debit or credit card. (The relative's financial information will not be saved).

Pay by Phone



Last minute? Call 866.441.4637 to process your payment over the telephone using your bank account or card (if permitted by your school). Have your account information ready when you call.

Pay by Mail



You may also send your payment by check, money order or cashier's check.

- Please return the bill top of your mailed invoice with the envelope provided.
- If you are viewing your bill online, you can print your invoice by accessing the "Mail in Payment" link. Our lockbox address will be displayed on the invoice.
- Be sure to include your customer number on the memo line of your check.