



Dear Families of *Pathway Christian Academy*,

We are pleased to share with you, *effective July 1st, 2014*, FACTS Management Company will begin managing the tuition payment program for our school. FACTS Management Company has worked with private, independent, and faith-based schools for over 25 years and currently serves over 6,500 schools nationwide, including many in our area. It is not a loan, there is no debt, no interest or finance charges are assessed, and there is no credit check.

Along with online access to your account, the following are just a few of the features also available:

- Mobile-friendly payment site
- Online and telephone payments
- Switch among financial accounts
- 24/7 customer service

Plan Options with FACTS: Tuition is handled conveniently and securely through a preauthorized payment on the **20th** of the month, starting in August and going through May, from a checking /savings account. We are no longer able to process credit cards.

Enrolling With FACTS: Visit the school's website by going to www.pathway.church. Look for link to school and click on the enrollment link. Please have the following information available when enrolling:

- Account information for the person responsible for payment: bank name, account number, and the bank routing number. Most of this information is located on your check.
- To protect your privacy, you will be asked to create your own unique FACTS username and password. Please be sure it is something you can easily remember.

Before clicking the **Submit** button, please carefully read through the Final Review and the Terms and Conditions. Once **Pathway Christian Academy** has finalized your agreement, you will receive a confirmation notice from FACTS.

We Look Forward to Serving You Better!

PCA 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 the school office at 817-447-2223 or FACTS at 866-441-4637.

Frequently Asked Questions

How will I be notified of my payment information? Once your agreement is posted to the FACTS system and the Institution enters amounts owed, 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. The notification may have important information needed to log on to your *Consumer Portal* Account. You will receive a reminder email 4 days prior to the upcoming payment and have the option to change payment method or pay ahead online at any time.

What about enrollment in the FACTS payment plan in future years? The FACTS payment plan enables the Institution to automatically reenroll families in payment plans over successive years, saving time for both the school office and your family. Should your tuition payments be made through FACTS the following year, you would be notified in advance by the Institution.

When and what time will the funds be withdrawn from my bank account? While FACTS transacts each payment on the date you have specified, 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.

How do I view my information online once I've set up my payment plan? You can view your *Consumer Portal* Account by visiting FACTS' website at <http://online.factsmgt.com> (you can type this address into your web browser or [CLICK HERE](#)) to 'Sign In' with your username and password. If you have forgotten your username or password, you can click on the *Forgot Username/Password?* link for further instruction.

How do I withdraw my student from school? You must provide a 30 Day notice to the school office and sign a *Withdrawal Form*. All tuition owed and fees must be paid during this thirty day process. PCA will not pro-rate any amount of tuition owed and the full month payment is due.

Direct link to our school:

<https://online.factsmgt.com/signin/4JX2S>

Thank you.