



The Magellan International School  
El Colegio Internacional Magallanes



## Partnership with FACTS

As an independent school, our desire is to look for ways to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we will be co-sourcing through FACTS Management Company to carry out the deferred tuition payment function and also our financial aid assessment. Our research indicates significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information.

### A Sensible Plan

We are proud to partner with FACTS, the leading tuition payment plan provider in the industry. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a nominal, annual, nonrefundable FACTS Enrollment Fee. You may budget your tuition and fees in the following ways:

**Automatic Bank Payment (ACH)**—ACH payments are those payments you have authorized FACTS to process directly through your financial institution, simply a pre-scheduled bank-to-bank transfer of funds from either checking or savings account on the 5<sup>th</sup> of the month. Online enrollment.

**Credit Card**—If you elect to use this option, your monthly payment, along with a convenience fee (2.50%), will be automatically charged each month to your credit card (AMEX, MasterCard, or Discover are accepted). The convenience fee is in addition to the nonrefundable FACTS Enrollment Fee. Paying with your credit card gives you the option of taking advantage of various bonus programs offered by your credit card company. Enrollment through a toll free phone call.

### Tuition Payment Plan Options

- ❖ **Plan 1 - One Payment: Due July 1.** Directly to the school by check or cash or single payment through FACTS with your credit card, with a 2.5% convenience fee; or by ACH. \$10 FACTS annual enrollment fee.
- ❖ **Plan 2 - Two Payments: Due July 1 (50%) and December 1 (40%).** Directly via ACH or payment through FACTS with your credit card, with a 2.5% convenience fee. \$15 FACTS annual enrollment fee.
- ❖ **Plan 3 – Ten Monthly payments via FACTS:** 10 monthly payments **starting July and ending in April.** These payments will be automatically deducted from checking or savings via ACH, or automatically charged to your credit card (with a 2.5% convenience fee) beginning in July and debited from your account on the 5<sup>th</sup> of each month. The FACTS annual enrollment fee is \$41 per family, and will be deducted from your account prior to the first tuition payment.

**PLEASE REFER TO THE TUITION PAYMENT PLAN SELECTION FORM PROVIDED TO YOU WITH YOUR ENROLLMENT ACCEPTANCE LETTER FOR DETAILS ON EXACT PAYMENT AMOUNTS AND DUE DATES**

## Convenient Online Enrollment

You can enroll in the FACTS automatic bank payment plan online by linking from your school's site to the FACTS secure eCashier page customized for your institution.

### Be sure to have the following information ready:

- The name, street address, and e-mail address of the person responsible for making the payments.
- To protect your privacy, you will be asked to create your own unique FACTS Access Code. Please be sure it is something you can easily remember.
- 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.



Before you click the Submit button, please carefully read through the Final Review and the Terms and Conditions. Notification confirming your enrollment in a FACTS payment plan through e-Cashier will be sent to you after the school enters the net tuition amount due for the year. Then, the annual enrollment fee will be automatically deducted from your account.

If you have questions about enrolling in FACTS please contact the business office. Once you have a FACTS plan set up, you may contact FACTS directly (800) 624-7092 or view your agreement online through *MyFACTS* Account. To access *MyFACTS*, follow the instructions located on the FACTS Confirmation Notification or e-mail. 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 be withdrawn from my bank account?** While FACTS transacts each payment on the specified date (5<sup>th</sup> of the month), 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 is posted to the FACTS system and the School enters the net tuition amount, 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 has important information you must have to log on to *MyFACTS* Account.

**4. What is the FACTS Access Code?** To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should inquire online through *MyFACTS* Account or call into FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code. If you do not create an access code when you enroll, one will be randomly assigned to you and included in your FACTS Confirmation letter. Please remember to keep a copy of your confirmation notification.

**5. 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. This is in addition to any interest penalty the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, the reattempt will occur on the 20th; for payment scheduled for the 20th, the reattempt will occur on the 5th of the following month.

**6. What about enrollment in the FACTS payment plan in future years?** The FACTS payment plan enables the school 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 school.

**7. How will I pay other expenses at the school?** Consistent with prior years, you will receive a notice from the school for items such as aftercare, lunch charges, field trips, etc; payment for these will be made directly to the school. Some established fees might be included into the total tuition amount and processed with your tuition payment through your FACTS plan.

## **We Look Forward to Serving You Better!**

Magellan International School 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 (512) 961-6431 or FACTS at (800) 624-7092.