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# ISLAMIC FOUNDATION SCHOOL

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SCHOLARSHIP • CHARACTER • SERVICE

## FACTS Information for Parents

IFS partners with FACTS Tuition Management to better manage its tuition payment collection. FACTS serves more than one million families at over 7000 private and faith-based schools annually. It provides our families with a secure and convenient way to pay while allowing IFS to bill and collect fees efficiently.

Below are instructions for both new and returning families to set up their account on FACTS.

1. As you progress through the RenWeb Online Enrollment packet, you will be automatically directed to FACTS. There you must create a FACTS account if you have not done so previously.
2. **NOTE!** Please enter the information for each student you plan to enroll. You will have to do this only once the first time you create a payment plan. The next time you enroll another child for the 2018-19 school year, you will not be directed over to FACTS from RenWeb.
3. Select the link labeled “Set up payment plan”. Select the year 2018-2019. Here you will verify/update your demographic information.
  - a. FACTS will automatically set your account for email notifications. If you choose to receive messages via postal mail, deselect the email correspondence.
4. Verify/update your child(s) information.
5. Select a payment plan option. You will have to select Annual, Semi-annual, or Monthly.
6. Enter your payment method. You will have a choice of entering your bank account or credit/debit card (2.75% service fee).

- a. There is also a checkbox option indicating “YES please enroll me in Auto pay for incidental expenses”. Please select this option as well. If you choose not to select this option, you will have to either mail a check to FACTS by the due date the school has determined, make an online payment, or make a telephone payment. See below for more details.
7. Select the appropriate date for payment processing. You will have the option for the 1<sup>st</sup>, 10<sup>th</sup>, or 20<sup>th</sup> of the month.
8. Review and authorize.
9. Once the school has loaded the tuition charges, you will receive an email or letter (based on your selected correspondence method) confirming your payment schedule.

**Parents:**

IFS offers a few different payment plans from 10 monthly payments to full payment. IFS also offers payments dates of the 1st, 10th, or 20th of each month for the convenience of its families. Please take the time to pick one of the three dates that works for you when you choose a payment plan. Once logged into your account, all available options will be displayed as you progress through the FACTS enrollment.

After set up, tuition payments are deducted directly from your bank account or charged to your credit/debit card on the dates you have selected. Please be assured that neither **FACTS nor the school will have direct access to or any knowledge about the status of your bank account**

Credit card payment is only available for MasterCard, Discover, or American Express. If you choose to pay using a credit card, you will incur a convenience fee of 2.75% for every charge.

Any unforeseen and legitimate financial crisis must be communicated to the school office at least five business days prior to your payment due date. With sufficient notice, the payment date can be adjusted to prevent a \$30 non-sufficient funds fee charged to the account by FACTS.

In case of difficulty in signing up or setting up a payment plan, please contact FACTS Customer Care directly at 866-412-4637.

If FACTS does not have your information on record, please contact the IFS office at (630) 941-800 at ext. 1000.

For more information about FACTS, please visit

[www.factsmgt.com](http://www.factsmgt.com)

After set up is complete, parents will be able to login to their FACTS accounts to view billing and payment details for their children through this website.

## Incidental Fees

IFS, at its discretion, may apply fees such as; Vision & Hearing, After School Care, Test and Exams, Sports Fees, or any other incidental fees to a families' payment plan with FACTS. ***These fees will not be auto deducted from your bank account unless you have specifically chosen the "Auto Pay" option for incidental billing during your FACTS set up.*** Parents may opt for "Auto Pay" for incidental billing through FACTS anytime during the year which enables incidental invoices to be debited from a designated account on the invoice due date.

If Auto Pay is not selected, parents must click on the link in the invoice email sent by FACTS to pay using a credit card or mail a check to FACTS. Incidental fees not billed through FACTS will still be collected at the school office.