

HEBRON CHRISTIAN ACADEMY
From the Business Office

Dear HCA Parents,

Since the financial stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit our students and families. By taking advantage of the security and convenience of payment processing and information technology, we have once again partnered with FACTS Management Company to help us manage our tuition payment program. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

For the 2011-12 school year, we are offering a NEW online tuition enrollment. **All families, new and returning, must enroll with FACTS.** This includes our One, Two, Four and Twelve payment plans. *Exceptions:* Families paying tuition by cash, money order, a trust or family member such as a grandparent will still pay directly to the Business Office. Due to the fact that HCA was charged \$30,000 in processing fees, the Business Office will no longer accept credit cards.

You will realize these benefits by using FACTS for your tuition payment plan:

1. Payment Dates
 - You will choose either the 5th or the 20th of each month as your payment date. Once that date is chosen, it will remain in place for the balance of the school year.
 - Automatic payments can be made from a bank checking or savings account or from a variety of credit cards (American Express, Discover and MasterCard). VISA is not an option.
2. FACTS Cost Structure
 - Enrollment fees are applied to each contract *per school year*. The nonrefundable FACTS enrollment fee will be **automatically processed from the account provided WITHIN 14 days of the Agreement being posted to the FACTS system.**
 - One and Two Payment Plans - \$10.00
 - Four and Twelve Payment Plans - \$41.00
 - Convenience fees are applied to each transaction.
 - eChecks – \$0 / payment
 - Credit Card Payments – 2.5% of transaction amount

Note: Debit cards are treated like credit cards with a 2.5% convenience fee. Families should avoid debit card transactions if they desire an eCheck. Also, please check with your financial institution as some have a daily limit restriction.
 - FACTS Returned Payment Fee
 - In the event a tuition payment is returned, a FACTS fee of \$30.00 will automatically be assessed to your account for each returned payment. A second draft will be attempted at the school's next scheduled draft date. If the second draft returns, a third draft will be attempted with the regular payment scheduled. If the enrollment or POM fees are returned, they will be reattempted without a returned payment fee being charged.
3. Enrolling in FACTS
 - You will enroll in FACTS by following a secure link on the HCA website (www.hebronlions.org) and click on the FACTS payment plan icon. Once you are on the site, an easy step-by step method is used to guide you through the activation process.
 - Upon submission of your Agreement, the amount owed will be entered by HCA and you will receive a confirmation notice from FACTS when finalized.
 - You will be able to have 24-hour access to your account, balances, and other key information.
 - **All families MUST be enrolled by May 16, 2011.**
4. Peace of Mind (POM) Benefit (*Optional*)
 - FACTS offers this nonrefundable benefit for only \$12 *per year* per family. The FACTS POM fee will be automatically processed from the account provided **within** 14 days of the Agreement being posted to the FACTS system.
 - The POM benefit will pay any FACTS unpaid balance (except payments in arrears) of the Agreement up to a Maximum Benefit Amount of \$30,000 in the event of the death of the Responsible Party who is authorizing the Agreement or his/her legal spouse. Coverage will not apply to individuals age 70 and above or if cancer or complications related to cancer cause death.
 - You will be *automatically* reenrolled in the POM plan each consecutive year you have an Agreement unless you inform the HCA Business Office your desire not to participate.

Thank you for your continued loyalty and support for Hebron Christian Academy. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission. A FACTS Tuition Management and Payment Processing brochure is attached for your reference.

With a Servant's Heart,
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