



Setting up your FACTS Account

Canterbury School utilizes the FACTS Payment Portal for payment of all enrollment deposits, tuition and incidental fees. Please visit FACTS at www.canterburyschool.org/facts to set up your account. Your child's student number, located on the front page of the enrollment contract, is required to establish your account. Please note that if your family already has a FACTS account for a currently enrolled student, you do not need to create a new FACTS account. Our Business Office will add your new student to the family FACTS account.

- Once your account has been established, select your preferred payment plan.
 - Monthly Payments - Pay your tuition in monthly installments over nine or ten months. A fee of \$240 per K-12 student or \$80 per Early Childhood student is incurred for this option.
 - Semi-Annual Payments - Pay your tuition in two installments due August 1 and January 1.
 - Annual Payment - Pay your tuition in full by August 1.
- Payment methods offered include credit card or automatic bank draft. Please note, if you opt to pay by credit card, FACTS assesses a 2.85% fee.
- Your contract deposit will be posted to your FACTS account with 10 days notice prior to withdrawal from your account. The deposit amount is 5% of your child's tuition with the exception of Early Childhood. Please see below.

<u>GRADE</u>	<u>DEPOSIT</u>	<u>GRADE</u>	<u>DEPOSIT</u>
Canterbury Kids	\$475	Grade 5	\$1,031
Cavaliers	\$475	Grade 6	\$1,052
Jr. Kindergarten	\$475	Grade 7	\$1,052
Kindergarten Prep	\$475	Grade 8	\$1,052
Kindergarten	\$780	Grade 9	\$1,075
Grade 1	\$810	Grade 10	\$1,079
Grade 2	\$850	Grade 11	\$1,110
Grade 3	\$964	Grade 12	\$1,120
Grade 4	\$1,019		

- The contract deposit is posted as an "Incidental Expense." Please note the following regarding your preference for automatic or manual payments:
 - **Automatic Payment Option** - The withdrawal will occur automatically on the date indicated in the notice. You may enroll in Auto Pay for automatic processing by clicking on the "Actions" drop-down button.
 - **Manual Payment Option** - Log into your FACTS account and make the payment manually prior to the due date.

If you have any questions regarding creating your FACTS account, please contact FACTS Customer Service at (866) 441-4637 or the Canterbury School Business Office at (260) 432-4728.