



Monthly and Two-Payment Tuition Payment Options

Dear Parents and Guardians:

At **Brewster Academy**, we are constantly looking for ways to focus our available human and financial resources on our primary mission of education. To help us meet this goal, we partner with FACTS Management Company to administer our Monthly and Two-Payment tuition payments for the 2019-2020 school year. This partnership will provide significant benefits to families and school staff, including convenience, flexibility, and secure online access to individual account information.

Your Payment Plan Options Through FACTS

Payments will be automatically deducted from a designated checking or savings account or automatically charged to a credit card (with 2.85 percent convenience fee added for credit card payments only) on your choice of the **5th or 20th** of the month. AMEX, MasterCard, Visa and Discover accepted.

10 Monthly Payments beginning in June

12 Monthly Payments beginning in April (returning students only)

Semi-Annual Payment Plan (2-payments) – 60 percent due on July 1, 2019 and 40 percent due on December 1, 2019

International Families

Please contact the Business Office at business@brewsteracademy.org (Semi-Annual Payment Option Only)

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year.

Charges Associated with Your Tuition Payment Plan

Tuition (and applicable academic support fees)	
Tuition Insurance Premium	2.6% of net tuition (required w/monthly and two-payment plan options)
Payment Plan Fee	1.2% of net tuition (required w/monthly and two-payment plan options)
Student Accident Insurance (<i>all students</i>)	\$60.50 (\$500 deductible)
Technology Fee (<i>all students</i>)	\$900
International Fee (International Students)	\$1750
International Health Insurance Premiums (If Applicable)	12-month plan \$2490, 10-month plan \$2260

Convenient Online Enrollment

FACTS online payment portal provides access to our own site for enrolling in FACTS for tuition payments. Enrolling online is simple and secure. Go to: <http://www.brewsteracademy.org/tuition> and find the FACTS information/logo.

Be sure to have the following information ready:

- 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. If paying by credit card, have your card information available.
- Student ID number; if you do not have a Student ID number yet, you may submit the form without it and Brewster will enter it.

Before you click the **Submit** button, please carefully read the Final Review. Notification confirming your enrollment in a FACTS payment plan online will be sent to you after you submit your agreement.

If you have questions about enrolling in FACTS, please contact the Brewster Business Office. You also may contact FACTS directly 866-441-4637 or view your agreement online at <https://online.factsmgt.com/signin/3CS8X>. You can log on with your username and password. FACTS customer service representatives are available:
Monday - Thursday, 7:30 a.m. to 7 p.m. (CT), and Friday, 7:30 a.m. to 5 p.m.

Frequently Asked Questions

1. When and what times will the funds for my payment plan be withdrawn from my bank account? While FACTS transacts each payment on the specified date (e.g., 5th or 20th 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 for tuition payments is posted to the FACTS system 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.

3. 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 \$30 FACTS Returned Payment Fee will be automatically assessed to your account for each failed payment attempt. This is in addition to any penalty your bank or 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, a re-attempt will occur on the 20th; for payment scheduled for the 20th, a re-attempt will occur on the 5th of the following month.

4. Where would I expect to see other charges like, campus store purchases, travel, etc.? Communication will follow your enrollment that will describe how the debit account will be used.

We Look Forward to Serving You Better

Should you have any questions regarding this plan, please contact the Brewster Business Office at 603-569-7160 or FACTS at 866-441-4637.