



TUITION MANAGEMENT

“SINCE THE QUALITY OF OUR PROGRAMS IS OF PRIMARY IMPORTANCE TO US...

...we are seeking ways to make improvements that will benefit everyone. After research and investigation, we have decided to partner with the FACTS Management Company to help manage our tuition program. All processing of tuition and incidental charges will be managed by FACTS, allowing us to spend more time and energy on education, development, and other school related issues, as well as providing a strong, consistent cash flow to meet the demands of educational and operational costs of running our school.”

Mike Reynolds, School Principal

Diana Reynolds, Preschool Director

Lee Walker, Bible Center Church Administrator



This newsletter contains very important information regarding your tuition for the 2009-2010 school year. Please read thoroughly to learn about your tuition payment options.

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Bible Center School and Preschool has contracted with FACTS Management Company to manage our tuition payments. FACTS Management Company serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools.

As we announced to you earlier this summer, we acknowledge that the billing system used this past year left much to be desired. We are very confident that FACTS will be a great improvement.

You will receive an initial Invoice/Statement from FACTS around the middle of August. It will list your total tuition and fee balance due for the upcoming school year along with instructions on how to make your full payment OR enroll in a payment plan online. **Summer programs are billed separately.**

Please do not discard your initial Invoice/Statement. No matter which payment option you may choose, you will need this statement to make your payment. Bible Center School and Preschool offers the following payment options:

- 1. Pay in full by September 4, 2009** Note: To receive the full-payment discount for the elementary school, your payment must be made by September 4, 2009. There is not a full-payment discount for preschool.
- 2. Enroll in a payment plan online** Note: Your balance due can be made in up to 10 payments with the first one due by either September 4 or September 18, 2009.

In either case please note:

- You can securely make any payment online at www.factspayment.com using your bank account or MasterCard (VISA cards are not accepted)
- You can mail any payment to FACTS (check or money order)

Please be assured that even though the management of our tuition has changed, the specifics regarding your tuition commitment has not. **It is necessary that you respond to the initial Invoice/Statement by choosing one of the options above in order to complete your enrollment.** This information and additional instructions will appear on your Invoice/Statement when it arrives in mid-August.

With FACTS, Bible Center maintains full decision-making control. We want to make all of your arrangements with Bible Center School and Preschool the best possible. Once you receive your initial Invoice/Statement, please follow the instructions in the documentation. If you have any questions, please call 304-346-0431. You may ask any of our office personnel to help you, but the persons who will most directly be dealing with your account are **Sheri Roberts**, Billing Clerk, and **Tiffany Moore**, Financial Affairs Manager, in room A-210.

We look forward to serving your family in the coming year!

 **Bible Center**
School & Preschool