



## FACTS Online Payment Plan Setup Instructions

**(These instructions are intended for those households who will be setting up a BA sponsored FACTS account for the first time.)**

All **new** BA households will receive a FACTS email invitation to set up a FACTS account. If your child belongs (or if your children belong) to a multi-household family, then one or both households who will be responsible for any portion of the tuition payment will be required to set up a FACTS account. The only exception to the FACTS account requirement is if your child belongs (or if your children belong) to a multi-household family, and your household will not be responsible for any portion of the tuition payment. In this case, forward the FACTS email invitation to Sarah Wilkerson in the Business Office at [sarah\\_wilkerson@brentwoodacademy.com](mailto:sarah_wilkerson@brentwoodacademy.com) and state that your household will not be responsible for tuition payments.

If you have any questions while completing this process online, please call FACTS at 1-866-441-4637 Monday through Friday, 7 AM-9 PM or Saturday 8 AM-2 PM CST.

1. **FACTS Email Invitation:**
  - a. Look for an email invitation from FACTS within two days of the Admission Office receiving your submitted Enrollment Contract. You will need this email invitation to set up your FACTS account for the first time.
  - b. Click the green button in the invitation that says "Set Up a Payment Plan". You will then be directed to the FACTS "Create Account" page.
2. **Create Account Page** (your demographic information will already be populated):
  - a. Verify your demographic information. If you need to make changes, click "Modify."
  - b. Create a user account. Click "Create a new FACTS account?" to create your username, password, and security questions if you are a first-time user of FACTS and do not have an active FACTS account from a prior school. Or, if you already have an active FACTS account from a prior school, click "Sign into your FACTS account". If the system recognizes your email address, it will present you with a sign in page and ask you for your password.
3. **Welcome Page** (where you will begin setting up your payment plan):
  - a. Click "Begin" to get started with setting up your payment plan. **Note:** From this page, you can also click "Want to designate another payer?" to set up another user account or designate other payers on your account that meet the following standards: a grandparent, bona fide guardian, other family member, or family trust of the student.
4. **Contact Information:** Review your contact information and click "Next." If you need to make changes, click "Edit."
5. **Amount Due:** Review your total tuition charge and click "Next." **Note:** Your enrollment deposit of \$750 will be paid online at the conclusion of this payment plan setup process. If you are applying, or have applied for financial aid for the 2020-2021 school year and have questions about the enrollment deposit, please contact the Financial Aid Office at 615-523-0611. **Also note that:** Account adjustments for financial aid awards and interest charges (calculated based on the payment plan you indicated on your Enrollment Contract) will be made in May or early June by the Business Office, prior to your first FACTS bill being issued.
6. **Payment Plan Options:** Please select one of the payment plan options that were outlined on the Enrollment Contract and click "Next." **Note:** If you are a faculty or staff member of Brentwood Academy and prefer to pay tuition via payroll deduction, please choose one of the payment plans indicated with "Staff or Faculty Payroll Deduction Payment Plan."
7. **Payment Details:**
  - a. Select the method for how you want to make payments and click "Next."
  - b. Enter your bank account information and/or credit card information and click "Next". **Note:** a 2.85% convenience fee will be added to all credit card payments processed through FACTS.
  - c. Select your primary financial account for making payments and click "Next."
8. **Payment Schedule:** If you chose payment plan option 3 in step 6 above (the monthly payment plan), select one of the due dates in the drop down menu and click "Next." This will be the day of the month all your future tuition payments will be due on.
9. **Review and Authorize:** Review the terms and conditions of the payment plan along with your contact information, balance summary, and payment details. Then accept the terms and conditions with a check mark where indicated and click "Authorize." Your enrollment deposit will be processed immediately via the financial account you selected.
10. **Thank You:** You will be presented with a confirmation page that confirms your FACTS Payment Plan has been established and that your enrollment deposit has been paid.