

How to Sign-up for FACTS Tuition Management:

*****New student families are required to have an enrollment appointment and sign-up on FACTS at the appointment.**

*****Re-enrolling student families are not required to have an enrollment appointment and may sign-up on FACTS at home using their username and password from the previous school year. Re-enrolling families need to contact Tracy at the school office for their FACTS sign-up deadline before attempting to sign-up.**

Your FACTS sign-up deadline is determined based on when you want your tuition withdrawn from your account (the 5th or 20th of the month) and what month the first tuition withdrawal will take place. You *must* sign-up by the deadline (if you are not electing to pay your annual tuition upfront) to ensure completion of your student's enrollment.

To sign-up on FACTS you will need your bank account number and routing number (re-enrolling students will only need these if the account information previously used on FACTS is changing).

Please note: An annual one-time \$45 FACTS enrollment fee will be withdrawn from your account approximately 14 days after your sign-up has been finalized by the school.

*****Even if your student is re-enrolling, you must re-sign up for FACTS.*****

Re-Enrolling Students:

Please call Tracy at the school office to get the following information and write this down for your information. Then, follow the steps below to complete your FACTS sign-up by your deadline:

- Your chosen FACTS withdraw date is the _____ of the month.
- Your FACTS sign-up deadline is _____.

Step 1:

Go to our school website at calvarychristianwilmington.com

Step 2:

Click on the "e-cashier" icon on the left side of our homepage.

Step 3:

Log-in with your username and password from the previous school year.

Step 4:

Click "Set up a Payment Plan." A box will pop-up with the option to choose the 2016-2017 school year term will appear (make sure the 2016-2017 option is selected). Click "Continue."

Step 5:

Follow the steps to enter/submit your information (be sure to edit any of your profile information that needs to be changed). Be prepared to provide bank account number, routing number and the bank's name for the account from which tuition will be withdrawn. **Please note that only the parent/guardian or grandparent's account may be used to enroll on FACTS.*

If you have any questions or need any help, contact Tracy at the school office 910-343-1565 option #2.