



Dear CCA Family:

The staff and administration of Carlisle Christian Academy is committed to its long-term growth, and we appreciate your trust in allowing us to serve your family in their academic, physical, social and spiritual development. Since the quality of our program is of primary importance to us, we are seeking ways to make improvements that will mutually benefit parents as well as our school. It is in this spirit that we are making a change in our tuition payment procedure.

Carlisle Christian Academy partners with the FACTS Management Company to help manage our monthly tuition collection process, allowing us to spend more time and energy on education, development, enrollment growth and other school related issues, as well as provide a strong, consistent cash flow to meet the demands of educational and operational costs of running our school. All families are expected to participate in the program. Depending on the payment plan you choose, there may be a nominal fee, which is incurred by the family.

- Payment in full has no fee associated with participation
- 2-pay payment plan will incur a fee of \$10.
- A 10-month or 12 month payment plan will incur a \$43 fee.

\*\* Registration, extended care, lunch purchases, and summer camp fees will also be payable through FACTS.

FACTS' online platform gives you access to an online customer portal, allowing you to make additional payments should the opportunity arise, as well as see all transactions made, saving the school the need to produce receipts for tuition payments.

You can choose from the following payment methods:

**Electronic debit** - as authorized by parents and/or authorized payers from a checking or savings account. It is important to note that the automatic payment process is strictly controlled by NACHA and other banking regulation agencies to be secure, compliant, and limited to what has been authorized by the parents.

**Credit cards** – If you choose to pay by credit card, a 2.5% convenience fee will be added to your payment. You may use MasterCard, Discover or American Express, but not VISA, since VISA's policies do not allow for this convenience fee option.

Parents who choose either of the above plans *and provide an email address* will receive an email reminder four (4) days before payment is due. This allows for active management of your payment plan. A "missed" payment will generate a missed payment fee of \$30.00 five (5) days after the attempt. An automatic reattempt will be made fifteen (15) days later to give you time to replenish your bank account. Communication with the school is the key ingredient to the program's success.

1. **Enrolling in FACTS:** Enrollment in FACTS is completed online (go to our website: [www.carlislechristian.org](http://www.carlislechristian.org) and click on the FACTS payment plan icon at the bottom right of the homepage). Upon submission of your agreement, the school will enter payment amounts and you will receive a confirmation notice from FACTS when finalized.
2. **Payment Dates:** You may choose either the 5<sup>th</sup> or the 20<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable.

3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
4. **Peace of Mind Insurance:** FACTS offers this *optional* benefit for only \$12 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
5. **Consumer Account:** You may check your personal account or make payments online (if applicable) from the convenience of your home or office anytime.

FACTS is the largest provider of actively-managed payment plans for faith-based and private schools in the nation, serving over 5,500 schools and more than a million families across the nation. We are excited to be working with FACTS, and are confident that this program will lead to a strong financial foundation for our school.

Carlisle Christian Academy is focused on providing a quality, faith-based education for your children. Working with FACTS is one more step in assuring that we can continue that mission. This program enables families to choose a reasonable payment plan while enabling us to run a financially and educationally sound institution for your children and the children of generations to come.

Thank you for your continued loyalty and support for Carlisle Christian Academy. We depend on your support in our efforts to provide the highest quality education for your children, as we remain committed to our mission.

In His Service,

Christine Tiday  
& The Carlisle Christian Academy School Board