



FACTS Tuition Management

Cornerstone Christian Academy partners with FACTS Tuition Management for collection of all tuition payments, Before School Care/After School Care charges, and other incidentals (ex. Winterim, music charges, etc). All charges will be billed and paid through FACTS. Lunch ordering will remain the same as the previous school year.

Creating an account in FACTS is mandatory. All financial payments will be collected through FACTS.

FACTS offers two different payment methods:

Automatic Bank Payment (ACH): —ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

Credit Card — If you elect to use this option, your payment, along with a 2.95 % convenience fee (assessed by FACTS), will be automatically charged to your credit card (AMEX, MasterCard, Visa, or Discover are accepted). Paying with your credit card allows you to take advantage of various bonus programs offered by your credit card company.

Returning families will use their existing FACTS login and follow the steps below.

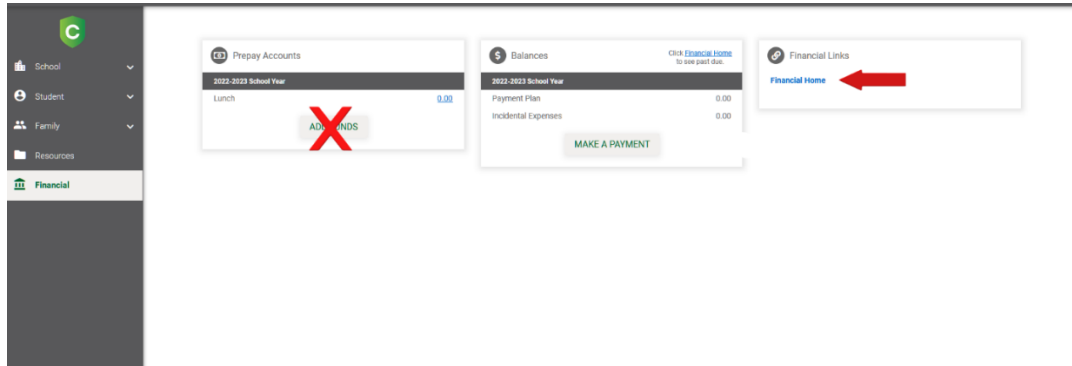
New families (**or those families who have yet to establish a FACTS account**) will need to set up a FACTS account first and then follow the steps below. Instructions for setting up a FACTS account can be found on our website under “Quicklinks.”

Convenient Online Enrollment

Step 1: Log in to FACTS and select the Financial tab.

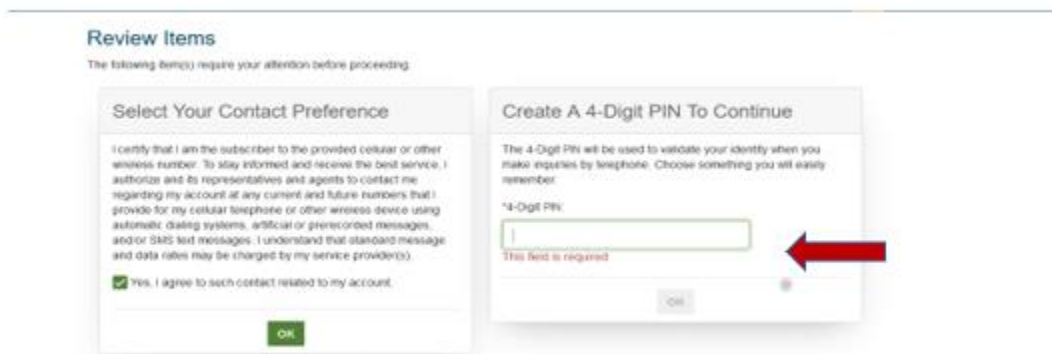


Step 2: Select the Financial Home link on the right side of the screen. (Disregard the options marked with an “X.” These are not available to CCA families as they are not compatible with our systems.) Lunch ordering will remain the same as in previous years.

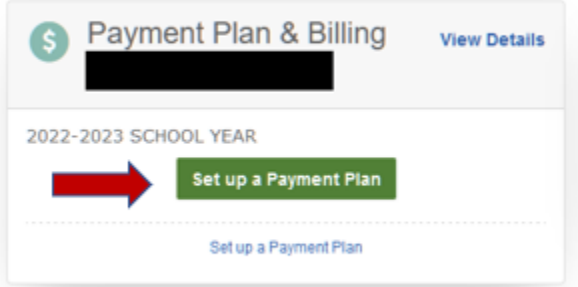


Step 3:

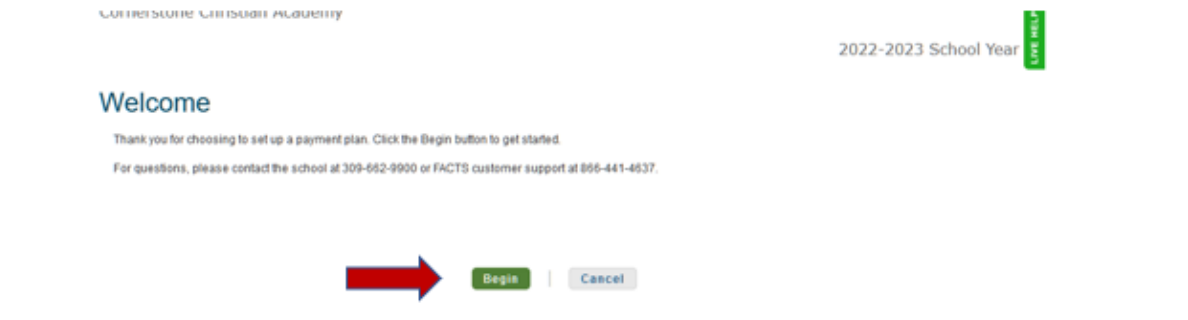
Please select your contact preference and create a pin to be used if/when you must communicate with FACTS via telephone regarding your financial account.



Step 4: Select “Set up a payment plan.”



Step 5: Select “Begin” to get started.



Step 6: Select a payment schedule. When you submitted your enrollment contract and enrollment fee earlier this year, you selected a payment plan (annual, semester or monthly plan). Please select a plan again. If you choose a different plan now, we will make the adjustment on your tuition invoice.

Please note the following service fees:

- Annual payment – due August 1 (no service fee)
- Semester payments – due August 1 and January 1 (\$25 per semester)
- Monthly payments – due on the 1st of the month from July – April (\$15 per month)

The Payment Plan/Enrollment Fee listed on the right side of this screen shows \$0. While FACTS collects Tuition Management program fees, Cornerstone will pay those fees for our families. Additionally, the FACTS enrollment fee (paid by CCA on your behalf) is independent from Cornerstone’s enrollment/re-enrollment fee collected as part of the admissions/continued enrollment process.



Progress Tracker



Payment Plan Options

Select a payment schedule

Show: All Items Selected



Pay in Full

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from: • Bank Account • Credit/Debit Card	1	August 2022	1st	29 Jul 2022	\$0.00

Semester

Select	Payment Method	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from: • Bank Account • Credit/Debit Card	2	August 2022 January 2023	1st	29 Jul 2022	\$0.00

Monthly

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from: • Bank Account • Credit/Debit Card	10	July 2022	1st	16 Jun 2022	\$0.00

Step 7: Please choose your payment account preference. There is no fee if using a checking or savings account. FACTS assesses and collects a 2.95% fee for the use of credit/debit cards.



Progress Tracker



Payment Details

Please enter your primary financial account for payments

Pay using:

Cornerstone Christian Academy allows you to pay using: a bank account (checking or savings) or a credit/debit card (Visa, Mastercard, American Express, Discover, Diners Club, JCB or UnionPay).

The following processing fees may apply:

- Credit Card - up to 2.95%
- Debit Card - up to 2.95%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method. Card transactions for Cornerstone Christian Academy are processed by FACTS Management Company, USA.



Back Next Cancel

Step 8: Enter your financial account information and save. Please note: your financial information is secure and encrypted.

Cornerstone Christian Academy

2022-2023 School Year VIEW MENU

Progress Tracker

Plan Options **Payment Details** Payment Schedule Review & Authorize

Add Account

Bank Account

Required fields are marked with an *

Please enter your name exactly as it appears on your Bank Account.


Account Holder Name*

Bank Name*

Account Type*

Routing Number* ?

Account Number* ?

 |

Step 9: Please verify payment information is correct. Please mark the box if you'd like to have incidental expenses automatically processed from the account listed above. Incidental charges would not be withdrawn until the due date listed on the invoice.

Cornerstone Christian Academy

2022-2023 School Year VIEW MENU

Progress Tracker

Plan Options **Payment Details** Payment Schedule Review & Authorize

Payment Details

Please enter your primary financial account for payments


Paying using ?

Card transactions for Cornerstone Christian Academy are processed by FACTS Management Company, USA.

Cornerstone Christian Academy allows you to pay using a bank account (checking or savings) or a credit/debit card (Visa, Mastercard, American Express, Discover, Diners Club, JCB or UnionPay).

Incidental Expenses
Incidental expenses may be billed separately. If enrolled in auto pay, these payments will be automatically processed from the account above.

Yes, please enroll me in auto pay for incidental expenses.



Step 10: This screen simply shows the payment schedule based on the plan selected (annual, semester, or monthly).

Cornerstone Christian Academy

2022-2023 School Year [LIVE HELP](#)

Progress Tracker

Plan Options Payment Details **Payment Schedule** Review & Authorize

Payment Schedule

Future Payment Schedule

Payments will be on the 1st of the month.

Payment Date	Description
Friday, July 1, 2022	Payment
Monday, August 1, 2022	Payment
Thursday, September 1, 2022	Payment
Monday, October 3, 2022	Payment
Tuesday, November 1, 2022	Payment
Thursday, December 1, 2022	Payment
Tuesday, January 3, 2023	Payment
Wednesday, February 1, 2023	Payment
Wednesday, March 1, 2023	Payment
Monday, April 3, 2023	Payment

Card transactions for Cornerstone Christian Academy are processed by FACTS Management Company, USA.

Step 11: Please review and authorize the payment plan agreement. Also, please read and accept the terms and conditions of this payment plan. Click “Done” when finished. Tuition invoices will be entered by June 1st for the upcoming school year. Payments will be withdrawn based on the payment schedule you selected (listed in Step 10).

Cornerstone Christian Academy

2022-2023 School Year [LIVE HELP](#)

Progress Tracker

Plan Options Payment Details Payment Schedule **Review & Authorize**

Review & Authorize

FACTS Returned Payment Fee Policy

The payment amount will be available once your institution finalizes your payment plan agreement.

Payment Method
 (Change)

I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)

Once submitted you will have the option to print this agreement from your account.

After families are set up with an account, Cornerstone will enter the balance due based on published tuition rates and applicable service fees. Your payment method may be changed at any time by logging in to your FACTS account or by contacting FACTS at 866-441-4637.

Please contact Todd Corley at todd.corley@cornerstonechristian.com with any other questions related to your account.