

**Unless paying in full, all AWS families must set up a Payment Plan online in FACTS.**



# Tuition Management

Set up your plan, return your signed tuition contract, and pay the registration fee **within 10 days of of the date printed on your contract** to have your registration fee applied to the last month of your 2018-19 AWS tuition.

**FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.**

**AWS Families:** Go to <https://online.factsmgmt.com/signin/3C8X3>. If you are a New FACTS User, select Create username & password. Once logged in, click on the **Set Up Payment Plan** link.

## FACTS Confirmation Notice

Once your information is received and processed by FACTS, you will receive a FACTS Confirmation Notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

## Frequently Asked Questions

- **Is my information secure?**  
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgmt.com](https://factsmgmt.com).
- **When will my payments be due?**  
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**  
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**  
Returned payments may be subject to a FACTS Returned Payment Fee; watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**  
Changes to your address, phone number, email address, or banking information can be made at <https://online.factsmgmt.com> or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS.  
**All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**  
AWS pays the FACTS payment plan enrollment fee.

## FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you.

**To view your payment plan details, login to your FACTS account at [online.factsmgmt.com](https://online.factsmgmt.com). Customer Care Representatives are also available to assist you 24/7.**

For more information, visit [FACTSmgmt.com/payment-plans](https://factsmgmt.com/payment-plans)

