



Clearfield Alliance Christian School
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Dear CACS Families,

The CACS Administration is busy preparing for the 2020-2021 school year. As we announced in the spring, CACS has partnered with FACTS Management Company to assist us managing our tuition payment program. We are confident that this program will offer greater efficiency and financial stability for the school while providing convenience to our families.

All CACS tuition billing will be handled through the FACTS Management Company for the 2020-2021 school year, and it is time to get started!!

Please follow the instructions listed below to set up your family account by August 1, 2020.

1. Go to <https://online.factsmgt.com/signin/3N6XK> (This link is available on the CACS website to ensure accuracy.)
2. Click the gray button: Create a username and password
3. Enter your e-mail address.
4. Enter the required information to set up your account.
5. Click the green button: Set up a Payment Plan
6. Enter your students' names.
7. Select a payment plan.
 - a. You have the option of paying in full with a 10% discount, paying semi-annually (payments in August and December), or paying in 10 payments (payments in August through May).
 - b. If you select payment in full or semi-annual payments, the payment due date will be the last business day of the month. If you select the 10 payment plan, you may choose to pay on the 15th of the month or the last business day of the month. *(You will enter your choice further on in the account set-up process.)*
 - c. CACS will be covering the enrollment fee for the 2020-2021 school year. The enrollment fee (which you will pay once your account has been set up) will be credited to your tuition balance.
 - d. Please note that the payment plans reflect the full 2020-2021 tuition price and do not include deductions for WPA Scholarships at this time. When scholarship allotments are awarded, CACS will adjust the tuition balance to reflect the updated amount due.
8. Select your payment method: Credit card, Debit card, or Bank Account Withdrawal.
9. Enter your financial information.
10. You will see the payment schedule that you chose. If you selected the 10 payment plan, you may now choose (using the drop down box above the schedule) whether you will pay on the 15th of the month or the last business day of the month.
11. Finally, you will review all of the information that you have entered and authorize FACTS to collect payment on behalf of CACS. You may print the confirmation page for your records.

Thank you for your timely cooperation in setting up an account. If you have any questions regarding the payment plan process, please call the FACTS Parent Line at 866-441-4637 or CACS at 765-0216.

Sincerely, CACS Administration