



BROOKVIEW
MONTESSORI SCHOOL

Brookview 2017-2018 Tuition Payment Options / Instructions

Brookview offers two options for paying tuition: one payment made directly to the School or monthly payments through the FACTS program.

1. **One Payment Plan:** payment can be made by check (payable to Brookview School) or credit card (MasterCard, Visa or Discover). Please note there is a 3% surcharge for credit card payments which is the handling fee charged to us by the bank. If electing the one payment Plan, **full tuition must be paid within two weeks of signing the enrollment agreement. Note: If you enroll your child after school starts in September, you must have full tuition paid prior to Sept 1, 2017.**
2. **Monthly FACTS payments:** The FACTS program costs \$45.00 to enroll. You may choose to have direct debit from your checking or savings account at no additional fee. Payments for summer programs, Todo El Día, and any other programs may be included in your FACTS payments. The starting month for payments may be the month your child starts school or before if you would like to spread the payments out over a longer period of time. **Enrollment in the FACTS payment plan must be completed by August 25, 2017. Note: If you enroll your child after school starts in September, you must sign up for the Facts payment plan two weeks prior to your child starting school.**

Instructions for signing up for the FACTS payment plan

All families currently enrolled in FACTS will find their FACTS information has been carried forward for the new school year. All new families will need to complete an agreement online for the monthly payment option with Brookview School. Simply follow the instructions below:

Log onto the Brookview website, www.brookviewschool.org

Click on the admissions tab

Click on the tuition option

Click on the link *-Click here to set-up monthly payments through "FACTSö*

Create a student ID (nickname) for your account and complete the application

If you have any questions, click on the help button at the top of the screen or feel free to call FACTS technical support at 1-866-441-4637.

Once you have filled out your agreement online, you will receive a FACTS Management Company Student Enrollment Confirmation Letter from Brookview School in the mail. Information may be reviewed for accuracy before the payment plan goes into effect. Please sign the letter and return it to Brookview School. Brookview School will start finalizing agreements on June 5, 2017

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