



**BROOKVIEW**  
MONTESSORI SCHOOL

## **Brookview 2018-2019 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 could be up to a 4% 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.**
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 July 31, 2018 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](http://www.brookviewschool.org)

- Click on the community tab
- Click on the parent resource tab
- Click on the link [FACTS Payment Plan and Grant & Aid Financial Needs Assessment](#)
- 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 Montessori School. We will start finalizing agreements on August 14, 2018.

*Rev. 03/2018*