



**BROOKVIEW**  
MONTESSORI SCHOOL

## **Brookview 2020-2021 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 may be up to a 4% surcharge for credit card payments. **If you choose the One Payment Plan, full payment of tuition and fees is due within two weeks of enrollment.**
- 2. Monthly FACTS payments:** It costs \$45.00 to enroll in the FACTS payment plan program, and you may choose to pay your school year tuition in 9 monthly installments or 12 monthly installments. Payments can be debited from your checking or savings account (no additional fee) or charged to a credit card (up to a 4% surcharge). Payments for Summer Programs, Todo el Día, Afterschool, Ceramics, and Guitar may also be set up to be included in your FACTS payment plan.

**Families currently enrolled in a FACTS payment plan will find that their FACTS information is carried forward each school year. New families desiring a monthly payment plan will need to set up a FACTS account online by July 31, or within two weeks of signing an enrollment agreement, if your child is enrolled after July 31.**

**Please follow the instructions below:**

- Go to [www.brookviewschool.org](http://www.brookviewschool.org) and select Tuition from the Prospective Parent menu.
- Click on [Set up FACTS Payment Plan or Apply for Tuition Assistance](#)
- On the next page, on the right-hand side, click on [Create a username & password](#)
- Then follow the process indicated to set up your account

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 (866) 441-4637.

Once you complete the set-up process with FACTS, Brookview will be notified. Once we finalize your payment agreement, you will receive an email from FACTS with payment details.

*Rev. 05/2020*