



Q. WHEN WILL I RECEIVE A BILL?

A. Invoices for new students will be distributed mid-August. Invoicing is done online through the FACTS Tuition Management System. You will receive an email message that contains instructions for viewing your invoice online. The message comes from noreply@factsmgt.com, so if you don't see it in your inbox please check your spam folder. If you do not receive your message by August 20th, please contact the Finance Office.

Q. WHAT ARE MY PAYMENT OPTIONS?

A. Parents have two payment options.

Option #1 – Full payment by September 1: To make a full payment, please view your invoice to see the balance due. To pay electronically, follow the screen prompts to set up a one-time payment. If you prefer to make your payment by cash or check at the school office, you may do so until 4:00 on September 1. (Please print the details and bring them with you.) Checks sent through the mail must be postmarked by September 1 and the printout should be included with the check.

Option #2 – Payment plan set up by September 1: Parents who prefer to make monthly payments may do so electronically through the FACTS system. Nine equal monthly installments will be due from September 2016 through May 2017. Parents may choose to have the payments drafted on the 5th or the 20th of the month. To set up your plan, follow the screen prompts after viewing your invoice.

Q. CAN I MAKE PAYMENTS ON A DATE DIFFERENT THAN THE 5TH OR 20TH?

A. Those two dates are the only ones offered for the monthly payment plans. However, one-time adjustments can be made if you need to move the date slightly to better coincide with your paychecks. To make that type of adjustment please contact the Finance Office at least one week ahead of the scheduled payment.



Q. CAN I MAKE MORE THAN ONE PAYMENT EACH MONTH?

A. Yes! To split your monthly amount into two separate payments you will first need to create the standard payment plan and choose either the 5th or the 20th. Once that is complete, contact the Finance Office to create a custom plan with a payment on both the 5th and 20th.

Q. CAN I PAY OFF MY PAYMENT PLAN EARLY?

A. Absolutely! If you want to make an extra payment or pay off the remaining balance, you may do so through FACTS with the "Pay Now" feature. You may also pay by check or cash at the school office.

Q. IS IT TOO LATE TO APPLY FOR FINANCIAL AID?

A. No, you may still apply for Financial Aid, but we do encourage you to apply as soon as possible because some of the state scholarships have firm deadlines and applying too late may prevent participation. Please call the school office to schedule a Financial Aid meeting.

Q. I HAVE OTHER QUESTIONS NOT LISTED HERE. WHO CAN I CONTACT?

A. Michelle Fox can be reached at mfox@lakewoodpark.org or at extension 353.