

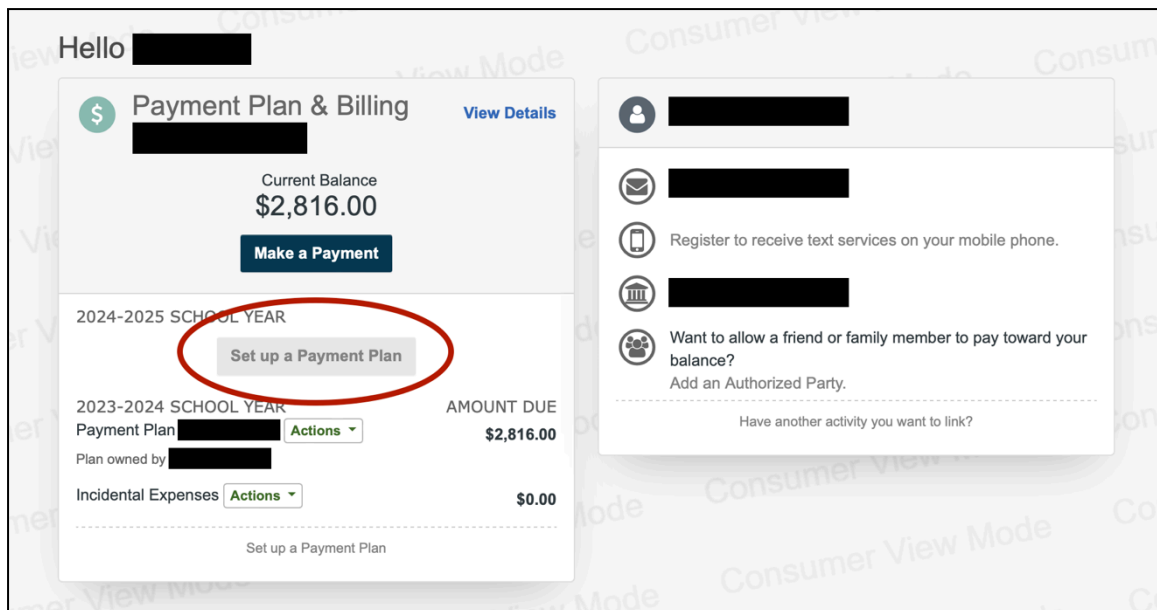
(Re-)Enrollment in FACTS Tuition Management

In order to reserve a place for your child(ren) in the upcoming school year, families or financially responsible parties must return a signed version of the Enrollment Contract and set up a FACTS Tuition Management account, and a payment plan for the next school year, by the specified deadline. A non-refundable deposit, equal to one month's tuition, will then be billed (with a corresponding payment deadline) through FACTS. This payment serves as September tuition.

This guide explains how to set up a FACTS Tuition Management account and a payment plan for [returning families](#) as well as for [new families](#). If you have problems or further questions related to FACTS, please reach out to Christian Michalek, SAGA's Business Manager (christian@sagaschool.org).

Returning Families

Log in to your existing account in FACTS Tuition Management and click on "Set up a Payment Plan". This button is located below the header for the upcoming school year.

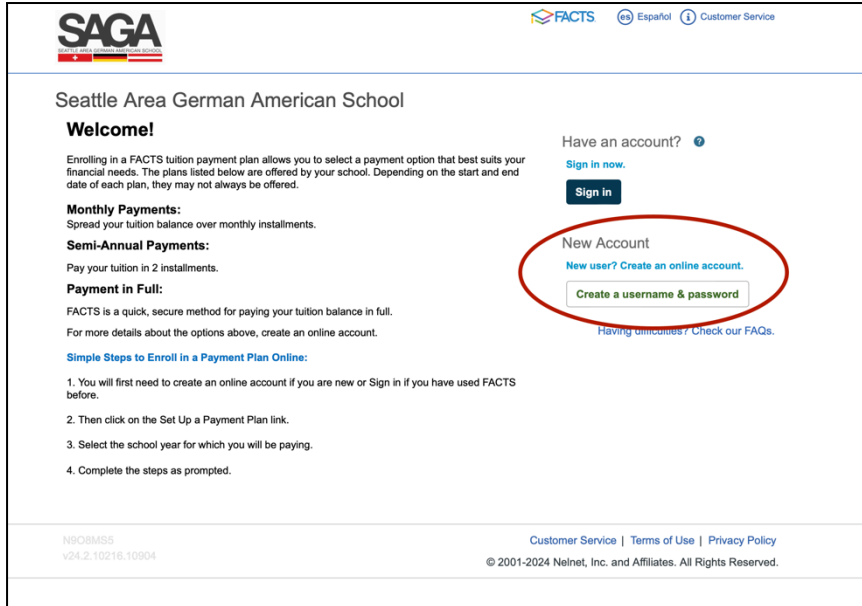


The system will guide you through the process. You must review your contact information and update it, if necessary; provide information about the child(ren) who will attend SAGA; choose a plan option (pay in full vs. semi-annual plan vs. monthly plan); enter payment details and select a payment schedule.

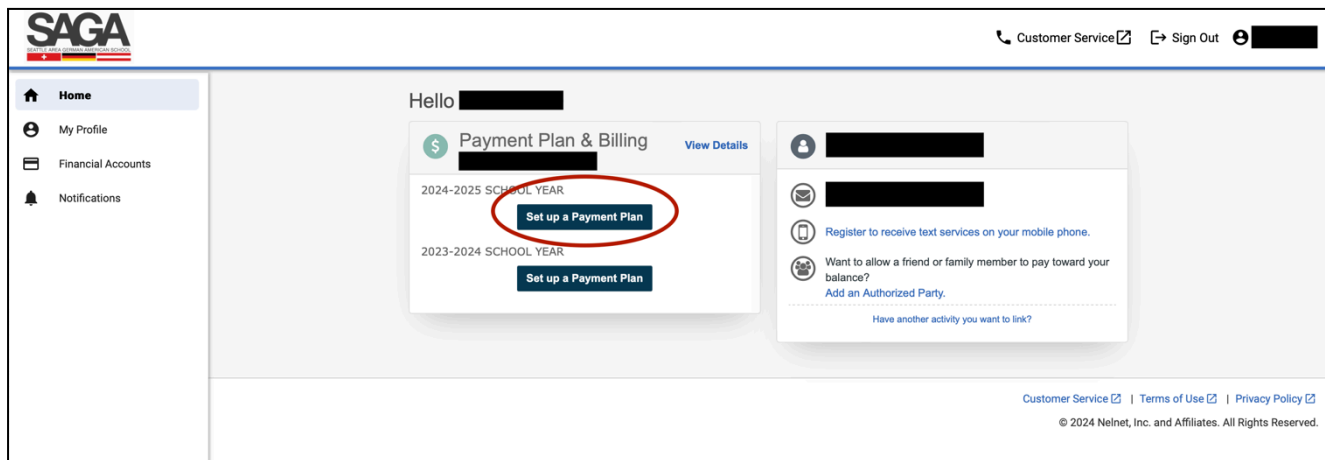
Once you have authorized your details, your payment plan is set up. SAGA will receive information about your agreement and finalize it by adding the tuition charges agreed upon in the Enrollment Contract. The deposit will then be billed with a payment deadline. A spot for your child(ren) for the upcoming school year is secured when SAGA has received BOTH the signed Enrollment Contract and the deposit.

New Families

Click [here](https://online.factsmgt.com/signin/4PHG3) (https://online.factsmgt.com/signin/4PHG3) and create an online account.



In your account, click on “Set up a Payment Plan” located below the header for the upcoming school year.



The system will guide you through the process. You must provide information about your child(ren) who will attend SAGA; choose a plan option (pay in full vs. semi-annual plan vs. monthly plan); enter payment details and select a payment schedule.

Once you have authorized your details, your payment plan is set up. SAGA will receive information about your agreement and finalize it by adding the tuition charges agreed upon in the Enrollment Contract. The deposit will then be billed with the corresponding payment deadline. A spot for your child(ren) for the upcoming school year is secured when SAGA has received BOTH the signed Enrollment Contract and the deposit.