



Dear Middlesex Family:

To help you better manage your student’s education expenses, Middlesex School offers monthly payment plans that allow you to spread your student’s tuition expenses over 10 or 4 equal monthly installments. The **10 payment plan** begins in May, and ends in February. The **4 payment plan** begins in May and ends in November. We have partnered with FACTS Management Company to offer the ease and convenience of automatic payments from a checking or savings account or from a variety of US credit cards. The cost to enroll is **\$75** for the 10 payment plan or **\$45** for the 4 payment plan.

To take advantage of one of these payment plans, simply visit <https://online.factsmgt.com/signin/3H4FZ> and enroll online. Once your information is received and processed by FACTS, you will receive a confirmation notice. Please note you will need your student’s Middlesex account ID on hand to complete enrollment (can be found within MyBackPack).

Following below are sample screen shots of the enrollment process online for your reference. If you have further questions or if you require any assistance with your enrollment, please contact **FACTS Customer Care at 866-441-4637**. Enrollment with FACTS should be completed by **April 1, 2019**.

(es) Español
(?) Customer Service

Middlesex School

Welcome!

Simple Steps to Enroll in a Payment Plan Online:

1. If you have an existing account with FACTS and have already created a user account, please enter your existing username and password and click **Sign In**. If you are a New FACTS User please select **Create username & password** to begin.
2. Then click on the **Set Up a Payment Plan** button.
3. Select the school year.
4. Complete the steps as prompted.

Have an account?
Sign in now.

Sign in

New Account
New user? Create an online account.

Create a username & password

Having difficulties? Check our FAQs.

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Middlesex School
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LIVE HELP

Welcome

Want to designate another payer? [?](#)

Middlesex School is pleased to offer you a convenient, online method to enroll for your Payment Plan with FACTS.

Please click the 'Begin' button to get started, then follow the step by step instructions to complete your payment plan.

Please note, payments made through a credit or debit card are assessed an additional charge for processing.

If you have questions during the setup, please contact FACTS at 866-441-4637.

Begin

Cancel

(a)

(b)

1.(a)(b) Welcome screens – login or create an account – select *Begin*

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Contact Information

Family Information

Please review the information below. If your address information has recently changed, please also make sure to notify the school office as well. Click 'Next', then click "Add Student" on the next page to proceed.

Name	Mary Canniff	Edit
	(978)371-6586	
E-mail Addresses	mcanniff@mxschool.edu <input checked="" type="checkbox"/> Please send me e-mail payment reminders Details <input checked="" type="checkbox"/> Use e-mail for correspondence <small>E-mail correspondence will be sent to all e-mail addresses provided</small>	I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

Back
Next
|
Save & Exit
Cancel

2. Enter Contact Information – Next

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Students

Student First Name	Student Last Name		
No records found			
			Add Student

Back
Next
|
Save & Exit
Cancel

3. Select Add Student

Students

Student First Name	Student Last Name			
No records found				
				Add Student

Add Student

Please enter the information individually for EACH student that will be on this payment plan.

Student ID*	<input type="text"/>	What is this?
Student First Name*	<input type="text"/>	
Student Last Name*	<input type="text"/>	
Grade Level*	-- Select --	

[Save](#) | [Cancel](#)

(a)

(b)

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Students

Please select which student(s) you would like to set up a payment plan for.


	Student First Name	Student Last Name	Student ID	Grade Level	
<input checked="" type="checkbox"/>	Jack	Canniff	CANNJ	11th	Edit Remove
					Add Student

[Back](#) | [Next](#) | [Save & Exit](#) | [Cancel](#)

(c)

4.(a)(b)(c) Enter student information - *Save*. Add multiple students as needed. Select students to enroll - *Next*

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Amount Due

Please enter your student's **Jack Canniff**

Tuition & Fees Totals

Please enter the total assessed tuition amount for your student below.

If you have multiple students, please make sure you've first added the student to this payment plan and then select Enter Amount for each student and Save to add their tuition amounts.

Account	Amount	
Day/Boarding Tuition Charge	<input type="text"/>	
School Store Debit Account	300.00	
Total Charges	300.00	

Credits and Payments

Please enter the amount of the Deposit Paid and then enter the amount of your Financial Aid award (if applicable).

Deposit Paid	<input type="text"/>	
Financial Aid	<input type="text"/>	
Total Credits	0.00	

Amount Due **\$300.00**

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5. Enter full tuition charge. Enter full deposit paid and any Financial Aid Grant amount if applicable. (\$300 of your enrollment deposit is allocated towards the student's Store Account in August, noted above within the *Tuition & Fees Totals*.)

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Payment Plan Options

Amount Due to Middlesex School: \$

Select a payment schedule Show: All Items Selected

Monthly Payments

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit Card 	10	May 2019		5th 20th	02 May 2019 16 May 2019	\$75.00

Quarterly Payments

Select	Payment Method	Number of Payments	Payment Months	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit Card 	4	May 2019 July 2019 September 2019 November 2019		5th 20th	02 May 2019 16 May 2019	\$45.00

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6. Select payment plan – Monthly or Quarterly payments - Next

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Payment Details

Please enter your primary financial account for payments

Pay using -- Select -- ?

-- Select --

-- Add Bank Account --

-- Add Credit Card --

The following processing fees may apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method.
Card transactions for Middlesex School are processed by FACTS Management Company, USA.

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7. Select payment method – Next – follow with entering details required for that payment method

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Payment Details

Please enter your primary financial account for payments

Pay using ?

A 2.85% FACTS service fee will be assessed for payments made with a credit card. The service fee is non-refundable. Should a payment amount or method change, the service fee will change accordingly.

Card transactions for Middlesex School are processed by FACTS Management Company, USA.

Remaining Amount

Total Amount Remaining for Payment Plan	
---	--

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8. Note when paying by credit card, there will be a service fee assessed for each payment - *Next*

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Payment Schedule

What day do you want the future scheduled payments to be on?*

-- Select --

-- Select --

5th

20th

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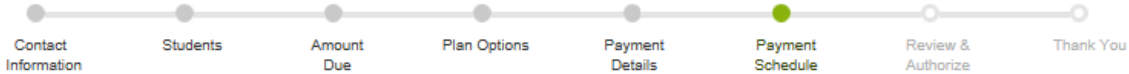
9. Select payment date - *Next*



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Payment Schedule

What day do you want the future scheduled payments to be on?*

5th

Future Payment Schedule

Payment Date	Description	Amount
Monday, February 04, 2019	Enrollment Fee	45.00
Monday, May 06, 2019	Payment Service Fee	11,491.25 327.50
Friday, July 05, 2019	Payment Service Fee	11,491.25 327.50
Thursday, September 05, 2019	Payment Service Fee	11,491.25 327.50
Tuesday, November 05, 2019	Payment Service Fee	11,491.25 327.50

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- Once all prior steps completed, a payment schedule will be shown including all charges (enrollment fee, tuition payments, and any service fees if applicable).

Final two steps, Review and Authorize, and Thank You confirmation page. Again, if you have further questions or if you require any assistance with your enrollment, please contact FACTS Customer Care at **866-441-4637**. Enrollment with FACTS should be completed by April 1, 2019.