



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 30<sup>th</sup>**.



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

(a)

(b)

2. Enter Contact Information – Next
3. Select Add Student



Middlesex School 2020-2021 School Year [LIVE HELP](#)

Progress Tracker

●

Contact Information
Students
Amount Due
Plan Options
Payment Details
Payment Schedule
Review & Authorize
Thank You

## 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	<a href="#">Edit Details</a>
	<a href="#">(978)371-6586</a>	
E-mail Addresses	mcanniff@mxschool.edu <input checked="" type="checkbox"/> Please send me e-mail payment reminders <a href="#">Details</a> <input checked="" type="checkbox"/> Use e-mail for correspondence E-mail correspondence will be sent to all e-mail addresses provided	

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



Middlesex School 2020-2021 School Year [LIVE HELP](#)

Progress Tracker

●

Contact Information
Students
Amount Due
Plan Options
Payment Details
Payment Schedule
Review & Authorize
Thank You

## Students

Student First Name	Student Last Name		
No records found			

Add Student

Back Next | Save & Exit Cancel

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

(a)

**Students**

Student First Name	Student Last Name	Student ID	Grade Level
No records found			

[Add Student](#)

**Add Student**

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

Student ID\*  [What is this?](#)

Student First Name\*

Student Last Name\*

Grade Level\*

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

(b)

**Students**

Student First Name	Student Last Name	Student ID	Grade Level
No records found			

[Add Student](#)

**Add Student**

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

Student ID\*  [What is this?](#)

Student First Name\*

Student Last Name\*

Grade Level\*

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

**What is this**

The Student ID is the same as his/her Middlesex Account number, which can be found on any school statement or any My Account pages with MyBackPack portal online.

(c)

**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"/>	John	Canniff	CANNJ	10th	<a href="#">Edit Details</a>   <a href="#">Remove</a>

[Add Student](#)

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

- Enter full tuition charge, 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 below within the *Tuition & Fees Totals* section as an un-editable cell).




 Customer Service

Middlesex School 2020-2021 School Year [LIVE HELP](#)

Progress Tracker

Contact Information
Students
**Amount Due**
Plan Options
Payment Details
Payment Schedule
Review & Authorize
Thank You

## 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	52,760.00	
School Store Debit Account	300.00	
<b>Total Charges</b>	<b>53,060.00</b>	

### 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	5,278.00	
Financial Aid	0.00	
<b>Total Credits</b>	<b>5,278.00</b>	

**Amount Due**    **\$47,784.00**

Back
Next
|
Cancel

- Select payment plan of Monthly or Quarterly payments, click *Next*, and acknowledge the non-refundable enrollment fee
- Select payment method, click *Next*, follow with entering details required for that payment method. Note when paying by credit card, there will be a service fee assessed for each payment

Middlesex School 2020-2021 School Year LIVE HELP

Progress Tracker

Contact Information | Students | Amount Due | **Plan Options** | Payment Details | Payment Schedule | Review & Authorize | Thank You

## Payment Plan Options

Amount Due to Middlesex School: \$47,784.00

Select a payment schedule Show: All Items Selected

### Monthly Payments 20-21

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"> <li>• Bank Account</li> <li>• Credit Card</li> </ul>	10	May 2020	\$4,778.40	5th 20th	01 May 2020 18 May 2020	\$75.00

### Quarterly Payments 20-21

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"> <li>• Bank Account</li> <li>• Credit Card</li> </ul>	4	May 2020 July 2020 September 2020 November 2020	\$11,946.00	5th 20th	01 May 2020 18 May 2020	\$45.00

Back
Next
Cancel

**Enrollment Fee** ✕

There is a nonrefundable enrollment fee to participate in the option you selected.

OK
Cancel

Middlesex School 2020-2021 School Year LIVE HELP

Progress Tracker

Contact Information | Students | Amount Due | Plan Options | **Payment Details** | Payment Schedule | Review & Authorize | Thank You

## Payment Details

Please enter your primary financial account for payments

**Pay using** -- Select --

- Select --
- Add Bank Account --
- Add Credit Card --

a bank account (checking or savings) or a credit card (Visa, Mastercard, Discover or American Express).

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.

Back
Next
Cancel

8. Select payment date - Next

Middlesex School 2020-2021 School Year [LIVE HELP](#)

Progress Tracker

Contact Information   Students   Amount Due   Plan Options   Payment Details   **Payment Schedule**   Review & Authorize   Thank You

### Payment Schedule

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

-- Select --  
 -- Select --  
 5th  
 20th

[Back](#) [Next](#) [Cancel](#)

Middlesex School 2020-2021 School Year [LIVE HELP](#)

Progress Tracker

Contact Information   Students   Amount Due   Plan Options   Payment Details   **Payment Schedule**   Review & Authorize   Thank You

### Payment Schedule

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

5th

#### Future Payment Schedule

Payment Date	Description	Amount
Monday, February 10, 2020	Enrollment Fee	45.00
Tuesday, May 5, 2020	Payment	11,946.00
Monday, July 6, 2020	Payment	11,946.00
Tuesday, September 8, 2020	Payment	11,946.00
Thursday, November 5, 2020	Payment	11,946.00

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

[Back](#) [Next](#) [Cancel](#)

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

The final two steps are *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 30<sup>th</sup>.