


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.factsmgmt.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).

The 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 30th**.

1. Create New Account




  

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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Create Account

Contact Info

Name

First Name*	<input type="text" value="Sarah"/>
Preferred Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Beanland"/>
Suffix	<input type="text" value="-- None --"/>

2. Add your student. **Your Student ID is listed in MyBackPack.** *It is typically the first four letters of the last name and the first initial of the first name.

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2023-2024 School Year

Progress Tracker



Students

Student First Name	Student Last Name			
<i>No records found</i>				
				Add Student

Add Student

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

Student ID*	<input type="text" value="BEANS"/>	What is this?
Student First Name*	<input type="text" value="Sarah"/>	
Student Last Name*	<input type="text" value="Beanland"/>	
Grade Level*	<input type="text" value="9th"/>	

3. Click on 'Set Up a Payment Plan'

The screenshot shows the user interface for Sarah Beanland. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. A 'Set up a Payment Plan' button is highlighted in orange. Below the navigation bar, the user is greeted with 'Hello Sarah'. There are two main sections: 'Payment Plan & Billing' and 'Sarah Beanland'. The 'Payment Plan & Billing' section shows the 2023-2024 school year and a 'Set up a Payment Plan' button. The 'Sarah Beanland' section shows her email address, options to register for text services, and an option to add an authorized party.

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).

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	72,050.00
School Store Debit Account	300.00
Total Charges	72,350.00

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	7,205.00
Financial Aid	0.00
Total Credits	7,205.00

Amount Due \$65,145.00

- Select payment plan of Monthly (10) or Quarterly (4) payments**, click *Next*, and acknowledge the one-time 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

Progress Tracker

Evaluation Mode

Payment Plan Options

Amount Due to Middlesex School: \$47,784.08

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="checkbox"/>	Automatic Payments from - Bank Account - Credit Card	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="checkbox"/>	Automatic Payments from - Bank Account - Credit Card	4	May 2020 July 2020 September 2020 November 2020	\$11,946.00	5th-20th	01 May 2020 18 May 2020	\$45.00

Enrollment Fee

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

- Continue to click through as you add your bank or credit card information in *Payment Details***. Once all prior steps are 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 30th**.