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 your 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.

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? ②

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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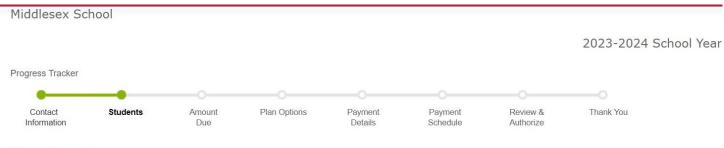




Create Account



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.



Students

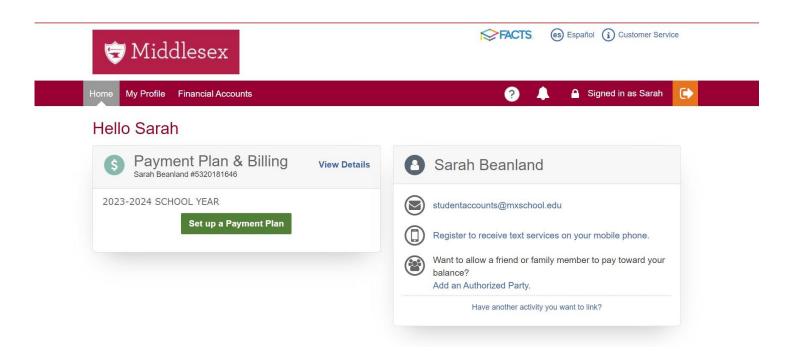


Add Student

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



3. Click on 'Set Up a Payment Plan'



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 uneditable 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	

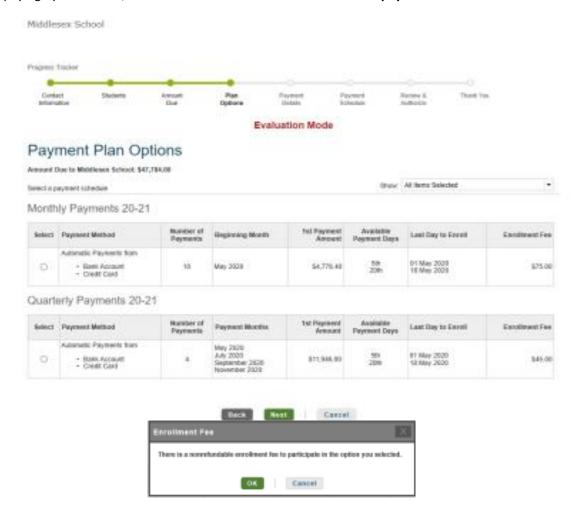
Credits and Payments

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

	Amo	ount Due \$65,145.00		
Total Credits		7,205.00		
Financial Aid		0.00		
Deposit Paid		7,205.00		



- **4. Select payment plan of Monthly (10) or Quarterly (4) payments**, click *Next*, and acknowledge the one-time non-refundable enrollment fee.
- **5. 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**.



6. 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.