

**2017-2018 TKA Tuition/Fee Payment Policy:**

- Tuition is due the 1<sup>st</sup> of the month with a late fee incurred after the 10<sup>th</sup>.
- FACTS Management Company is our new system for tuition and fees. All families must participate and are now able to view their account at any time.

**Business Office Payment Options:****Personal Checks:**

1. Submit to TKA or directly to FACTS. An invoice reminder will be sent by FACTS 20 days prior to a tuition due date or 15 days prior to a fee due date.
2. Payable to The King's Academy/TKA or FACTS (if sent directly there).
3. Review that the numerical amount matches the amount in words (example: \$1,225 = one thousand two hundred twenty-five and 00/100).
4. Write the current date only. Post-dated checks will be returned since not acceptable.
5. Note the memo line with student's first and last name plus purpose of check.
6. Verify that the check is signed.

**Bill-pay Checks** (i.e. Initiated by you from your bank):

1. Submit to TKA or directly to FACTS. An invoice reminder will be sent by FACTS 20 days prior to a tuition due date or 15 days prior to a fee due date
2. Include student first and last name as account 'number' or as a note/memo.
3. Order payment no later than the 20<sup>th</sup> of prior month to allow time to receive funds.

**Cash:**

1. Payment by cash for tuition and/or fees is still an option at TKA.
2. Bring exact amount, though it is helpful if it is rounded to the nearest dollar.
3. Your payment will be receipted in the Main Office by the Receptionist then delivered to the Business Office immediately. Please do not leave cash in the drop box.

**E-check Payment** (ie. Processed through FACTS):

1. Once a TKA family is finalized in FACTS, an automatic/recurring payment can be set up by a parent via a checking account through FACTS.
2. E-check payments can also be used once an invoice is sent by FACTS for either tuition or incidental fees.

**Credit or Debit Card** (ie. Processed through FACTS):

1. Once a TKA family is finalized in FACTS, an automatic payment can be set up by a parent via a credit or debit card through FACTS; a 2.85% service fee is also due.
2. Credit or debit card payments can also be used once an invoice is sent by FACTS for either tuition or incidental fees; a 2.85% service fee is also due.

*Thank you for your assistance to submit timely payments for current accounts. Have a good year!*