



# THE KING'S ACADEMY

## TKA Tuition & Fee Payment Policy

Tuition is due the 1<sup>st</sup> of the month. A \$25 late fee is incurred for any payment that is more than 10 days late.

FACTS is our Tuition Management system for Tuition and Incidental [or non-tuition] fees. Every family with full-time or PSP-select students must participate and are able to view their account at any time in the FACTS SIS.

### TKA Payment Options

#### **Personal or Bill-pay [paper] Checks**

Submit directly to FACTS only. An invoice reminder will be sent by FACTS 20 days prior to a tuition due date or 10 days prior to a fee due date.

To prepare your check:

- check made out to FACTS
- memo: FACTS 10-digit customer number [under customer name on payment summary page; not the same as customer ID or agreement number]
- memo: student's first and last name [TKA notation not necessary]
- mail to: **FACTS Management, PO Box 2597, Omaha, NE 68103-2597.**  
Please allow ample mailing time. .

#### **E-Check Payment** (Processed through FACTS)

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.

Parent-generated E-check payments can also be used once an invoice is sent by FACTS for either tuition or incidental fees.

#### **Credit or Debit Card** (Processed through FACTS)

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 due with each transaction.

Parent-generated 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 due with each transaction.

#### **Cash**

Payment by cash for tuition and/or fees is no longer an option at TKA.

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