



WEST SIDE MONTESSORI



TUITION MANAGEMENT MADE EASY

Manage your family's tuition and other payments conveniently and flexibly.

With FACTS Tuition Management and Payment Processing, you can:

- Make a tuition payment in advance
- Add multiple payment methods to your online FACTS profile (i.e. credit card, bank account)
- Switch between payment methods throughout the year (credit card to bank account or vice versa)
- View your balance and payment history
- Change/update your financial account(s) information
- Make a payment online
- Update your profile information (address, phone number, etc.)
- Print information for your records
- Verify changes made by the school
- Peace of Mind benefits available (see reverse)

FACTS SET UP INFORMATION FOR NEW AGREEMENTS

Go to [FACTS here](#), and click the "Create a user name and password" button and follow the prompts.

West Side Montessori Center

Welcome to West Side Montessori Center!

We are pleased to offer FACTS Payment Plans and Grant & Aid Financial Needs Assessment on the same platform.

Simple Steps to Enroll in a Payment Plan or Apply for Financial Aid Online!

1. If you have an existing Tuition Payment Plan through 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 a username & password**
2. Click on the **Set Up a Payment Plan or Apply for Financial Aid** link.
3. Select the appropriate school year.
4. Complete the steps as prompted.

Sign In

Enter your Username or E-mail and Password

Username

Password

Sign In

[Forgot Username / Password?](#)

New Account

New user? **Create an online account.**

Create a username & password

You will need to enter student information for EACH child in your family that attends West Side. You may leave the student ID field blank.

Select a payment plan option.

Enter the responsible party's information.

Enter financial account information for making payments.

Review your account summary and click the "Submit" button.

At this point you will have completed your initial set up.

West Side Montessori will enter the correct tuition amounts and if you have provided your email address, you will receive a confirmation.

If you are currently using FACTS you do not need to sign up again.



PEACE OF MIND

FACTS OFFERS PEACE OF MIND BENEFITS

A death in a student's family can disrupt his/her academic life due to the potential loss of educational funds. To prevent such a disruption, individuals enrolled in the FACTS Payment Plan are provided the opportunity to enroll in the FACTS Peace of Mind Benefit.

- Coverage does not apply if the covered person has had cancer during the first six months of this coverage resulting from a preexisting cancerous event during the six month period immediately preceding the effective date of the covered person.
- Once the yearly non-refundable fee of \$17.00 per each FACTS account has been received by FACTS, in the event of the death of the Responsible Party or his/her legal spouse, FACTS will pay the remaining unpaid balance up to \$30,000 (except payments in arrears) on the agreement.
- The Peace of Mind Benefit is available to individuals who are under 70 at the time coverage begins.
- To enroll, check the acceptance box on the West Side Montessori Enrollment Intent.

A FACTS representative can be reached at (866) 441-4637 or inquire@factsmgt.com.
If you do not have access to a computer, please contact Kris Stainbrook, Bookkeeper, at (419) 866-1931.