



## FACTS Tuition Management Information Sheet (Instructions for Creating ParentsWeb and FACTS Accounts)

### What is FACTS Tuition Management?

FACTS works with schools across the country to provide tuition management services that make education more affordable. Through FACTS, parents can pay tuition and recurring fees over time, using a variety of payment methods, making it easier to afford a quality education for their children.

### What should I do?

All parents who plan to make monthly, quarterly or semester payments **must** enroll in FACTS. FACTS has a yearly set-up fee which permits them to set up your account and make deductions from your bank account. Parents may also pay by an AMEX, MC, or DISCOVER credit card. (FACTS does not accept VISA). Paying by credit card will entail the charge of a convenience fee.

### How do I enroll?

Please go to GCA's homepage ([www.graceknights.org](http://www.graceknights.org)); click on "F.A.C.T.S." at the top of the school's homepage. Enroll and print your verification of enrollment page.

### How do I apply for Financial Aid?

You may apply for financial aid through your FACTS account. Financial aid is determined by the school board. Please allow up to a month to receive your decision letter. Completed applications are accepted March 1<sup>st</sup>- October 1<sup>st</sup>. **Applications will be accepted after October 1<sup>st</sup>.**

### What if I have another child in a different school that uses FACTS?

Parents who have another child at another school that uses FACTS must set up a separate FACTS account through Grace.

### What if I want to make a change in my FACTS account?

Any parent who wants to make a change in their FACTS account must call the Finance Office. Should a parent ever need to change the payment date, they must contact the Finance Office at least three business days before the payment is to be taken.

### What if the money is not in my account when FACTS goes into my account?

If FACTS goes into your account and the money is not there, the following consequences occur:

1. You are charged a fee by your bank.
2. FACTS will charge you a NFS fee.
3. FACTS will attempt the payment an additional time. If it returns again, FACTS will attempt the payment a second time. If it returns a third time, you will need to contact The Finance Office to make arrangements to make that payment directly to Grace via cash, money order or certified check.
4. Failure to make that payment may result in your student not being able to attend class.

**\*\*All other FACTS questions should be directed to the Finance Office at: [nancy.kemmerer@graceknights.org](mailto:nancy.kemmerer@graceknights.org) or 301-645-0406, ext. 241.**

## Instructions for Creating a ParentsWeb Login

ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information.

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **GBCS-MD** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.

## Instructions to set-up your FACTS Tuition Management

FACTS works with schools across the country to provide tuition management services that make education more affordable. Through FACTS, parents can pay tuition and recurring fees over time, using a variety of payment methods, making it easier to afford a quality education for their children.

- Please go to [www.graceknights.org](http://www.graceknights.org)
- Select **F.A.C.T.S.** at the top of the homepage
- You will see **New Account** in the right section of the page. Click on **Create a username & password**.
- Enter your email address and follow the steps to create your account.
- Choose your payment plan based on our Financial Agreement Form: Annual, Semester, Quarterly, or Monthly-either 10 mo., 11 mo., or 12 mo.
- Peace of Mind Insurance enrollment \$22.50 per parent annually (optional) **\*price is subject to change.**

The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. We ask that you complete the set-up of your online account by August 1st.

If you have any questions about the process, please feel free to call the school at: 301-645-0406.