

Dear Parents,

This letter contains information regarding payment of FACS tuition and other fees and includes the following material:

- I. Incidental Fees
- II. Changes to Computer Course Fee
- III. Technology Fees for 9th Graders
- IV. Payment Options (including information on designated payer online)
- V. Due Dates and Late Fees
- VI. Discounts (and how to calculate them)
- VII. Tips for finding information on facsmemphis.org

#### **I. Incidental Fees**

Incidental fees are charged for specific courses, testing, Individual Education Plans, graduation, athletic, etc. that are outlined on the 2017-18 Tuition and Fee Schedule.

The incidental fees are, in most cases, once a year fees, with the exception of returned check, late fees, and convenience fees charged for credit/debit card payments.

#### **II. Changes to Computer Course Fee**

The new computer course fee is \$75. This replaces the \$20 fee that is listed on the Tuition and Fee schedule. The fee covers use of the computer lab, printer ink/toner, computer maintenance, access to new software and technology. (Depending on the class, the student may have access to either Office 365 or Adobe Creative Cloud apps such as InDesign, Illustrator, Photoshop, and others designed to facilitate what is being taught in the classroom.)

#### **III. Technology Fees for 9th Graders**

The technology fee, for all 9th graders only, to accommodate their laptop computers, is \$24/mo. or an annual fee of \$240. This fee may be paid along with tuition and will be due on the 1st of the month, as is the due date for tuition. The annual fee of \$240 may also be paid at the beginning of the year, due August 1, 2017. The will cover the use and maintenance of the laptops and there will be an option to purchase at the end of the senior year. For more information, see the [FACS laptop program Q & A](#).

#### **IV. Payment Options**

You may pay your bills to FACS in any of several ways, as follows:

1. Bring or mail your payment to 8650 Walnut Grove Road, Cordova 38018 Business Office. The following forms of payment are accepted:

- Cash Payments
- Money Orders/Cashier's Checks
- Check (made payable to FACS)
- Electronic Check payment through your bank

2. Pay with auto draft from your checking or savings account on the 10th or 15th of the month. The [form](#) for this method of payment is available in the Business Office or online. This form must be completed and submitted to the Business Office by August 1. If you were set up to pay tuition on auto draft in the 2016-17 academic year and your banking information has not changed, please call or email the business office to advise us of your intention to continue this form of payment for 2017-18. We will update our files and the draft amount for your account and notify you of the new amount. Auto draft is only utilized for payment of tuition and 9th grade monthly technology fees.

3. Pay online through NetClassroom. If you are new to FACS, you should have received an email from the Jones Guidance Center about NetClassroom. Through NetClassroom, you may pay in one of two ways:

- Debit & Credit Cards with a convenience fee of 2.65%
- Online check

NOTE: The online bill pay option through NetClassroom is only for billing office charges (tuition, after-school care, athletic fees, lab fees, late fees, IEP fees, graduation fees, and any other fees that appear on your billing statement from the business office). Online bill pay is NOT used for field trips, classroom supply fees, club memberships, athletic or fine arts camp fees, etc. If one of these fees is paid through NetClassroom, there will be no refund.

You will use your NetClassroom username and password to log into NetClassroom to view your statement from the billing office and to pay online. If you have forgotten your user name and/or password, contact Carolyn Long at [clong@facsmemphis.org](mailto:clong@facsmemphis.org).

Only the individual who was set as the authorized payer, based on the question you answered on your student(s) contract, being the "primary person accessing the account," will be able to make the payment through NetClassroom. PLEASE NOTE: After August 1st, the authorized payer cannot be changed until the next school year.

#### **V. Payment Due Date/Late Fees**

Payments, other than Auto Draft, are due on the 1st of each month; starting August 1st and ending May 1st. A \$45 late fee will be assessed on the 2nd of the month and an additional \$30 late fee will be assessed on the 11th of the month, if the payment is not made by the 10th of the month. Also, regardless of payment method, if a check is returned for insufficient funds or a credit or debit card is rejected, there will be a \$30 fee applied to the account.

We have posted the 2017-2018 Tuition and Fee schedule to our FACS website <http://facsmemphis.org/admissions/tuition> To determine your student's monthly payment, you will take the amount of tuition for the year and divide it by 10 (months in the school year).

Example: 9-12 grade annual tuition is \$9,887.00.  $\$9,887.00 / 10 = \$988.70$  per month for the year.

#### **VI. Discounts**

Advance payment of tuition will result in the following discounts:

- 5% discount for tuition payment in full for the school year – due by August 1, 2017
- 2.5% discount for tuition payment by semester - due by August 1, 2017 and January 1, 2018

Multiple students receive Annual Discounts as Follows:

- \$100 – Second Child
- \$200 – Third Child
- \$300 – Fourth Child
- \$400 – Fifth Child

#### **VII. Customer Service**

We have posted a helpful PDF on our FACS website <http://facsmemphis.org/> to walk you through the process of online bill payment. Follow this link:

[http://www.facsmemphis.org/uploads/pages/Instructions\\_for\\_Online\\_Payment\\_via\\_NetClassroom.pdf](http://www.facsmemphis.org/uploads/pages/Instructions_for_Online_Payment_via_NetClassroom.pdf)

We have also posted a PDF tuition discount document showing the amounts you will owe if you choose the semester payment discount of 2.5% or the annual payment discount of 5%. Follow this link:

[http://facsmemphis.org/uploads/pages/2017-18\\_Tuition\\_Discount\\_Chart.pdf](http://facsmemphis.org/uploads/pages/2017-18_Tuition_Discount_Chart.pdf)

If you are unable to use the above links, go to the center of the home page at [facsmemphis.org](http://facsmemphis.org), select parents and grandparents from the menu on the left. An additional menu appears; select the first option, Parent Resources.

Note: If you plan to use your credit card to pay tuition in advance, keep in mind the convenience fee of 2.65% for payments with a credit or debit card. Online payments with electronic check do not incur the convenience fee. If you have problems accessing your online statement through NetClassroom or paying online, or if you have other questions or concerns about billing, please give me a call. Our entire staff at FACS is looking forward to another exciting and successful school year.

Sincerely,

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