

Dear Parents,

This letter contains information regarding payment of 2018-2019 FACS tuition and other fees and includes the following material:

- I. **Incidental Fees**
- II. **Changes to Fees**
- III. **Technology Fees for 9<sup>th</sup> and 10<sup>th</sup> 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**

There is a list of incidental fees for specific courses, testing, Individual Education Plans, graduation, athletic, etc. that are outlined on the 2018-19 Tuition and Fee Schedule. See [http://facsmemphis.org/uploads/pages/FACS\\_TuitionFees.pdf](http://facsmemphis.org/uploads/pages/FACS_TuitionFees.pdf). 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 Sports Fees**

Sports fees are \$100 ea. with the exception of football, which is \$200 ea. The sports fees cover the payment to game officials and insurance.

**III. Technology Fees for 9<sup>th</sup> and 10<sup>th</sup> Graders**

The technology fee is \$240 for the academic year and applies to all 9<sup>th</sup> and 10<sup>th</sup> graders only. This fee is to supply their laptop computers. The fee is due by July 1, 2018 and may be paid online through NetClassroom, via mail, or through the school or business office. This 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 [http://facsmemphis.org/uploads/pages/QA\\_Laptop\\_Program.pdf](http://facsmemphis.org/uploads/pages/QA_Laptop_Program.pdf)

**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
  - Credit/Debit Cards (will incur a 2.65% convenience fee)
2. Pay with auto draft from your checking or savings account on the 10<sup>th</sup> or 15<sup>th</sup> of the month. The forms for this method of payment are available in the Business Office or online [http://facsmemphis.org/uploads/pages/AUTHORIZATION\\_AGREEMENT\\_AUTOMATIC\\_DRAFT\\_FOR\\_TUITION.pdf](http://facsmemphis.org/uploads/pages/AUTHORIZATION_AGREEMENT_AUTOMATIC_DRAFT_FOR_TUITION.pdf) and needs to be turned in by August 1. If you were set up to pay tuition on auto draft in the 2017-18 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 2018-19. We will update our files and the draft amount for your account and notify you with the new amount. Auto draft is only utilized for payment of tuition. No incidental fees are included.

3. Pay online through NetClassroom. You may log on to NetClassroom from the Home Page of the <http://facsmemphis.org/> website. 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

- 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 lunch accounts, 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. Refer to:

[http://facsmemphis.org/uploads/pages/Cafe\\_Welcome\\_Letter\\_2017\\_2018\\_school\\_year.pdf](http://facsmemphis.org/uploads/pages/Cafe_Welcome_Letter_2017_2018_school_year.pdf)

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. \*\*  
**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 1<sup>st</sup> and ending May 1<sup>st</sup>. A \$45 late fee will be assessed on the 2<sup>nd</sup> of the month and an additional \$30 late fee will be assessed on the 11<sup>th</sup> of the month, if the payment is not made by the 10<sup>th</sup> 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 2018-19**

**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 \$10,381.00.  $\$10,381.00 / 10 = \$1,038.10$  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, 2018**
- **2.5% discount for tuition payment by semester - due by August 1, 2018 and January 1, 2019**

Multiple students receive **Annual** Discounts as Follows:

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

- \$400 – Fifth Child

**5% Military and First Responder Discount:** for enrolled children of full time (minimum 30 hours per week) military, law enforcement and first responders.

**Referral Fee Discount:** for every new student referred by a currently enrolled student and the referred student remains at FACS for one year and has an up to date tuition payment account, the referring parent will receive a discount on their child's tuition at the end of the completed year. The discount is **up to \$1,000** (for full-pay students). Referral amount may be reduced proportionately for referral of students on tuition assistance.

## **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/2018-19\\_Discount\\_Tuition\\_Chart\\_-\\_Portrait.pdf](http://facsmemphis.org/uploads/pages/2018-19_Discount_Tuition_Chart_-_Portrait.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,

*Angie Kerby*

*Accounts Receivable*



**First Assembly Christian School**

**8650 Walnut Grove Rd.**

**Cordova, TN 38018**

**P. (901) 458-5543**

**F. (901) 324-3558**

*"And my God will meet all your needs according to the riches of his glory in Christ Jesus." Philippians 4:19*