

PAYMENT INSTRUCTIONS 2020-2021

All payments must be made using the **FACTS** Payment System including payment made-in-full. (PLEASE NOTE that entry into **FACTS** will occur as **one of the steps in the online enrollment process.**)

Within **FACTS**, each family (or **each** parent or guardian making **separate payment**) will:

- Establish a FACTS account
- Select a payment plan for 2020-2021
- Make an initial (non-refundable) payment for \$2,500 for each student

Full tuition is due on or before **June 5, 2020** to avoid additional charges. All other payment plans carry additional processing/convenience fees as outlined below.

Payment Plan Options for 2020-2021:

1. Payment-in-Full – **due on or before June 5, 2020** with no additional processing fee. Credit card, check (payable to FACTS) or electronic check may be used. A convenience fee of 2.85% will be charged for all credit card payments
2. Two Payments – **one payment on or before June 5, 2020 and one payment in January 2021** with a \$210 installment fee added to each of these payments for a total of \$420. Credit card, check (payable to FACTS) or electronic check may be used. An additional convenience fee of 2.85% will be charged for all credit card payments.
3. 10 Monthly Payments – **payments begin June 2020 and continue through March 2021.** An installment fee of \$75 is added to each of these payments. Credit card, check (payable to FACTS) or electronic check may be used. A convenience fee of 2.85% will be charged for all credit card payments.

Purchase of the Tuition Refund Plan for \$300 is recommended for all payment plans.

TUITION REFUND PLAN

If purchased, the Tuition Refund Plan will refund 60% of the unused portion of the paid tuition should you decide to withdraw your student from school for any reason, and 75% will be refunded if the withdrawal is for medical reasons. The Tuition Refund Plan is optional unless it was made a condition on your student's contract.

PLEASE NOTE that **accounts must be current on 8/15/2020 for student(s) to begin school. Any tuition refunds after 8/15/2020 will be subject to the terms of the Refund Tuition Plan.** In addition, **accounts must be current on 12/15/2020 in order for student(s) to return to school in January.**

Failure to meet the selected schedule of payments will give Shelton certain rights which may be executed at Shelton's sole discretion including:

1. The right to withhold official and unofficial transcripts.
2. The right to withhold diplomas.
3. The right to withhold grades, credits, and all other educational records.
4. The right to prevent students from attending classes, taking examinations, or walking for graduation.
5. The right to prevent students from participating in extracurricular activities.
6. The right to impose probations, suspensions, or dismissals.

If you have any questions regarding the payment plans, please contact the **Business Office** at 972-774-1772, x2235.

We appreciate the opportunity to educate your student and look forward to an outstanding year!