

PAYMENT INSTRUCTIONS 2019-2020

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 2019-2020
- Make an initial (non-refundable) payment for \$2,500 for each student

Full tuition is due on or before **June 3, 2019** to avoid additional charges. All other payment plans carry additional processing/convenience fees as outlined below.

Following are Payment Plan Options for 2019-2020:

1. Payment-in-Full – **due on or before June 3, 2019** with no additional processing fee. Credit card, check (payable to **FACTS**) or electronic check may be used. A fee of 2.85% will be charged for all credit card payments.
2. Two Payments – **one payment in June 2019** and **one payment in January 2020** with a \$200 convenience fee added to each of these payments for a total of \$400. Credit card, check (payable to **FACTS**) or electronic check may be used. An additional fee of 2.85% will be charged for all credit card payments. This plan requires purchase of the Tuition Refund Plan of \$300.
3. Monthly Payments – **payment will begin in May 2019** and **must end in January 2020**, with a \$75 convenience fee added to each of these payments. Credit card, check (payable to **FACTS**) or electronic check may be used. An additional fee of 2.85% will be charged for all credit card payments. This plan requires purchase of the Tuition Refund Plan of \$300.

PLEASE NOTE that **accounts must be current on 8/15/2019 in order for student(s) to begin school.** In addition, **accounts must be current on 12/15/2019 in order for student(s) to return to school in January.**

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

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.

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