

FACTS FOR NEW PARENTS

To create your FACTS payment account, go to our website, www.hhcsmuncie.org.

- 1) You can scroll to the bottom of the home page and click on the FACTS icon then follow ****directions** below
OR
 - 2) At the top of the website page click on the For FAMILIES tab (top middle) and then in the drop-down click FINANCIAL ASSISTANCE. Click FACTS MANAGEMENT, then FACTS ACCOUNT SETUP INFORMATION (to the right of 1st paragraph) and follow ****directions** below **OR**
 - 3) Go directly to FACTS, **factsmgt.com**; LOG IN HERE (top right) and follow the ****directions** below.
- ****DIRECTIONS:** Middle tab, FOR SCHOOLS, TUITION MANAGEMENT, REGISTER, SEARCH FOR MY INSTITUTION, Enter “Muncie” then click SEARCH. Select Heritage Hall Christian School then to the far right click on CREATE A USERNAME AND PASSWORD. **When you create a username and password you will need to choose the following.**

Billing Cycle: 10-month (July-April); or ***9-month (August-April)

Other options: lump sum*; semester (2 payments)

***If you set up your account after August then you **MUST** choose 9-month.

Billing Method: ACH debit (through checking or savings account) or by invoice. If you want to pay in our office by cash or check, then choose INVOICE.

Payments can also be made online.

***A LUMP SUM PAYMENT.** This must be set up by the end of June and is due in July or August.

If you set it up in July or later for a lump sum payment, the system might not allow you to choose that option. Go ahead and select a 9-month payment plan. After you create your account, notify the office so we can change it to make the entire balance payable in August.

Please inform the office when you have your FACTS account created and we will add the financial information.

If you plan to apply for a scholarship, **do not use FACTS Grant & Aid** or they will charge you a fee. You can contact the secondary office and we will give you instructions.

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FACTS/Finances, Joyce Anderson, [janderson@hhcsmuncie.org](mailto:janderson@hhcsmuncie.org), 765-289-6371

FACTS parent helpline, 866-441-4637