

Dear Illiana Families,

We are moving on to bigger and better things with our Tuition Billing system next year, and I'm excited about it!

Currently, we are using a version of Tuition Billing within RenWeb/FACTS that is quite old and will not be supported beyond the end of this school year. We will be transitioning to a much newer version of FACTS Billing for the 2023-2024 School Year. (As a note, this is the same version of FACTS Tuition Billing that Crown Point Christian School currently uses.)

Please keep in mind that this will NOT take effect until the beginning of next school year, starting with the first tuition statement on August 1, 2023.

The Basics:

- We will be processing all tuition payments securely via EFT (an automatic withdrawal from your account of choice). **If you are currently signed up for EFT tuition payments this year, you MUST still complete this new payment plan enrollment process for the 2023-2024 year.**
- You will have several payment plan options including pay in full, semi-annual, monthly, and bi-monthly. You will also be able to choose between two different monthly due dates (the 10th or the 25th).
- There are multiple ways to pay including a bank account (checking or savings) or a credit/debit card (Visa, Mastercard or Discover).
- Enrolling is very simple as you will use your current FACTS Family Portal to enter the information needed.
- Incidental charges (such as athletic fees, Spire orders, etc.) will now be billed separately from tuition charges; and you may choose two different payment options for each of those bills.

As a note, I am still your go-to person for all tuition matters. I understand that, for some of you, it may be impossible to process your tuition payments via EFT because of special circumstances or hardships. If that is the case for your family, please contact me so that we can discuss this further. If that is NOT the case for your family, please work with me on this new system. This is currently our only option, and it truly is a much better fit for our growing school.

I have attached a detailed instruction sheet to this email to walk you through the process of signing up. **Please complete this enrollment by Wednesday, May 3rd to ensure a smooth transition to the new system.**

As always, please feel free to reach out to me with any questions or concerns you may have. It is always a pleasure to work with all of you!

In Christ,

Kathy West

Tuition Receivables

kwest@illianachristian.org

219.558.7066 x111