



Student Billing General Information

500 Dodds Avenue

Chattanooga, TN 37404

Phone: 423-493-5524 Email: studentbilling@mccallie.org

Reenrollment

McCallie is now using SchoolAdmin for admissions and reenrollment. All parents must set up a new account in SchoolAdmin before they will be able to complete the enrollment agreement. If you completed the Intent to Enroll Survey, please use the same log in you created at that time. Please note: ***your SchoolAdmin login is not the same as your Mosis login.*** These are different programs and require different login credentials.

Tuition Deposit

The deposit outlined in your enrollment agreement is based on your tuition responsibility in the prior year. This deposit will be applied to your tuition balance and is not refundable. We are unable to bill the deposit through FACTS.

Tuition and Incidental Billing thru FACTS

All families are required to set up an account with FACTS. Families on the 2 or 10 payment plans must maintain a linked bank account to their FACTS account. The payment will be automatically debited each month. All tuition and incidental charges will be billed through the FACTS account. Tuition plans that are currently offered:

- 100% due by August 1
- 60% due August 1 and 40% due December 1
- 10-month plan from July-April. This plan will incur a \$250 administrative fee.

For NEW families with an existing FACTS account from another school, McCallie can be added to that existing account. You will need to contact Facts at 1-866-441-4637 to have McCallie linked to your current account.

FACTS will lock in a payment 2 business days prior to the due date. No changes can be made to the payment during this window. Please be sure the funds are available to avoid the returned payment fee of \$30 that FACTS charges.

Incidental fees are added to the account throughout the month. Invoices are emailed on the 10th of each month and are due the 1st of the following month. After a 10-day grace period, FACTS will charge a \$20 late fee. For this reason, we strongly suggest that our families set up Auto Pay on their incidental account to avoid any late fees.

McCallie can accept payments from your 529 plan for tuition. The maximum is \$10,000 per calendar year.

For international families, please contact Student Billing for wire instructions.

Split Households

If both parents do not reside in the same household and desire to split tuition and/or incidental charges between the parents, please contact Student Billing. We can split the tuition balance only if both parents agree to the split and maintain separate FACTS accounts. We are unable to split incidental charges and these will need to be assigned to one parent.

Past Due Accounts and Financial Holds

If your family falls behind or is unable to pay tuition, please contact Student Billing. Communication is key.

If a tuition payment does not go through, FACTS will reattempt it two more times approximately 15 days apart. After the third attempt, FACTS will mark the payment as unresolved and the payment will need to be made directly to the Business Office.

Any account that is more than 30 days past due or that does not have an active, linked bank account (for 60%/40% or monthly payers) will be placed on a financial hold. This means that your son will not have charging privileges on campus until the balance is paid. In addition, all students with a past due balance will be placed on hold for reenrollment in February until the balance is paid.

TSSAA requires that all students with tuition payments more than 60 days past due be ineligible for playing varsity sports.

All accounts must be current at the end of the first semester in order to return for second semester in January. In addition, all accounts must be current in order to sit for exams in May.

For graduating seniors, accounts must be paid in full before the graduation ceremony. You will receive your last incidentals bill following graduation. Your official transcript will not be released until the final invoice is paid.

Student Allowances

We no longer offer student allowances for our boarding students. We encourage parents to give their child a debit card or a prepaid credit card for any off-campus expenses.

Bookstore Charges

Your monthly invoice from Facts will show you the total amount your child spent at the bookstore. To see detailed transactions, visit your MOSIS account by going to mosis.mccallie.org. You will see Student Bookstore Charges at the bottom of the page.

Tuition Refund Plan

Tuition Refund Plan (TRP) is available to all students. It is charged at 1.65% of the net tuition balance after any financial aid has been applied. Your financial obligation to McCallie is for the full tuition balance EVEN IF your child is dismissed or must withdraw for any reason.

McCallie has worked with our TRP provider, AWG Dewar, for over 40 years with great success. If your child must withdraw (family move, sickness, job loss, scholastic problems) or is dismissed, TRP will pay a portion of the tuition balance to McCallie. You will be required to opt in or out of this program when you are completing your Enrollment Agreement. More detailed information can be found [here](#). All first-year boarding students are required to have TRP as well as all international students that have a tuition balance after August 1. We strongly recommend enrolling in TRP if you have any concerns about your child being able to complete the school year at McCallie.

Peace of Mind Insurance

Peace of Mind is a program managed by FACTS that covers the tuition balance upon the death of either the Plan Owner or their legal spouse. The cost is \$20 per academic year. More detailed information can be found [here](#).