PAYMENT INSTRUCTIONS
2025-2026

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

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

- Establish a FACTS Payment account
- Select a payment plan for 2025-2026
- Make an initial, **non-refundable**, deposit of $2,500 for each student

Full tuition is due on or before **June 5, 2025,** to avoid additional charges. All other payment plans carry additional processing/installment fees as outlined below.

Following are Payment Plan Options for 2025-2026:

1. Payment-in-Full – **due on or before June 5, 2025,** with no additional processing fee. Credit card, check (payable to FACTS) or electronic check may be used. A fee of 2.95% will be charged for all credit card payments. Purchase of the Tuition Refund Plan of $475 is highly recommended.
2. Two Payments – **one payment in June 2025** and **one payment in January 2026** with a $212.50 installment fee added to each of these payments. Credit card, check (payable to FACTS) or electronic check may be used. An additional fee of 2.95% will be charged for all credit card payments. Purchase of the Tuition Refund Plan of $475 is highly recommended.
3. Monthly Payments – **monthly payments (up to 10 months) will begin in June 2025 and end in March 2026** with an $85 installment fee added to each of these payments. Credit card, check (payable to FACTS) or electronic check may be used. An additional fee of 2.95% will be charged for all credit card payments. Purchase of the Tuition Refund Plan of $475 is highly recommended.

PLEASE NOTE:

1. **All payments for 2025-2026 will be set up to be made automatically through ACH or credit card payment. If you have questions, please contact the Business Office at 972-774-1772 x2235.**
2. **Accounts must be current on 8/01/2025 for student(s) to begin school. Any tuition refunds requested after 8/01/2025 will be subject to the terms of the Tuition Refund Plan.** In addition**, accounts must be current on 12/15/2025 for student(s) to return to school in January 2026.**

TUITION REFUND PLAN $475

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.

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 students and look forward to an outstanding year!