



Tuition Frequently Asked Questions

Where can I find my tuition payment information? Each year (typically in the early Spring) you will receive an invitation to complete the Online Enrollment Packet (OEP) online via FACTS to enroll your child. The OEP will request that you update your child's information and specifies the tuition for the coming year and the payment options.

How can I pay tuition? Tuition is paid online via FACTS payment plan via bank account draft or credit card (additional fees apply).

What are the tuition payment plan options? Tuition can be paid once a year on August 15th, twice a year on August 15th and January 15th or monthly on the 15th of each month. Monthly payments are due August 15th through May 15th. There is a 1% service fee for monthly payments.

Can I change the due date for my tuition payments? You can switch between the different payment plans by logging into FACTS prior to their deadline.

My child's schedule is changing, how does that affect tuition? Your child's teacher will notify the office of changes to schedule. Since your child will now be staying at MSB longer each day, additional tuition fees will be calculated on a pro-rated bases (based on a 38-week school calendar). The additional tuition fee for the remainder of the school year will be applied to your students balance due in FACTS and your will receive a notice per your communication preference set in FACTS.

Why do primary students that don't start in September still pay tuition beginning in August? Primary students will receive a reduction to their tuition fee pro-rated by the number of weeks they started late. This credit will be applied in October once all of our new students late starts are completed.

How do I get receipts? All receipts for payments can be customized and downloaded by the following steps:

Tuition Receipt Instructions

Log into FACTS at a <https://factsmgt.com/login/>, use District Code: MSB-OR

Click on "Family Portal Login" under "For Families"

Click on "Financial" on the left side

Click to the "Financial Home" link on the right side.

You are now viewing your financial page.

Click on the blue link "View Details" next to Payment Plan & Billing

Select the "Transactions" tab

Then you can customize the time period, student and account type (common selection is Tuition)

Last you select "Print" on the right side. This will generate a receipt.

How is the deposit (paid when enrolling) applied toward tuition? The school year deposit is applied toward the Full Tuition Balance and then payment plans are established. For example, the Full Tuition is \$10,000, minus the \$1,000 deposit = \$9,000. 10 payments would be \$900 + the \$9 service fee = \$909 will be the monthly tuition payment due.

What is the Activity Fee? Our Elementary Students pay an Activity Fee each year. This fee covers the classroom activity expenses, such as going outs, cooking project, special presenters, camp and much more.

Do you have additional questions? Please contact Kelly Ward, Business Manager at Kelly@msb.org