



MCA Family financial accounts are all managed through FACTS Management Company. This includes tuition payments and all other school fees. Tuition is managed through FACTS' "Payment Plan" feature where bank drafts occur automatically according to the payment plan option you have selected on your student enrollment contract(s). School fees are considered "Other Billing" for which you will receive invoices as charges are added for athletics and other school fees. If you do not ELECT to have your invoices set up with FACTS auto-pay feature, you will need to pay invoices manually, they will not be automatically drafted from your bank account.

INVOICING DETAILS

Please remember this **important invoice information** and keep it on hand for your reference:

- MCA no longer uses RenWeb for your financial accounting information. Instead, FACTS will be used for both your tuition payments AND school fees throughout the year.
- Any payments made by check or money order must be made payable and mailed directly to FACTS. These payments will no longer be processed in the Business Office.
- FACTS INVOICING allows you to make payments online from any one of your bank accounts or by mail with a check or money order.
- FACTS allows you the flexibility to determine how you would like to receive your invoices, by email or a paper invoice by mail.
- FACTS will send you an invoice for the "incidental fee(s)" ~ 15 days prior to your payment's due date.
- Invoice payments are due to FACTS Management Co. on the date specified on your invoice (do not send payments to the school). A "late fee" of \$25.00 may be assessed if payment is not received at FACTS on/before the due date.
- If you choose to make your payments by mailing your check or money order to FACTS, rather than paying online or electing auto-draft payments for your incidental fees, **all checks and money orders must be made payable to FACTS, not MCA.**
- If you choose to receive your invoices by e-mail they will be sent to your email account from billing@factsmgt.com. **Please add this email address to your safe senders list to ensure you receive all invoices.**
- **Invoices are sent only for incidental fees, not for regularly scheduled, automatically drafted tuition or other budgeted payments.**
- With incidental billing through FACTS, your invoices will be numbered for easy reference and will include a billing summary, details and a payment stub for returning your payment by mail.
- In addition to receiving an invoice any time a n incidental fee is added to your account, you will receive a monthly statement listing all unpaid invoices and due dates.
- A \$30.00 insufficient funds fee will be charged by FACTS for all returned payments.
- If a payment is returned for insufficient funds a second time, MCA will also assess a \$25.00 fee.
- At any time, you can log in to FACTS to look at your account: <https://online.factsmgt.com>

MAKING YOUR PAYMENTS

If you receive an emailed invoice, you can make your payment online by clicking on the link provided in that invoice, or by logging in at <https://online.factsmgt.com>.

If you receive a paper invoice and want to mail in a check or money order payment to FACTS, please also include the payment stub. You may also pay online at <https://online.factsmgt.com>.

QUESTIONS?

CONTACT A FACTS CUSTOMER CARE REPRESENTATIVE DIRECTLY AT 866-441-4637 OR INQUIRY@FACTSMGT.COM OR
THE MCA BUSINESS OFFICE AT 214-544-2658 X4105 OR ACCOUNTSRECEIVABLE@MCKINNEYCHRISTIAN.ORG.