

FACTS Instructions

MLCS uses FACTS tuition management for tuition and child care payments. In order for FACTS to be able to process payments, you must first enroll with them. Please remember that the school must also finalize your enrollment with FACTS, so we ask that you keep this in mind as payments and payment paperwork can not be completed until the entire process is complete. Delaying this process means delaying the start of payments and therefore the scheduled payment amount will increase as there will be fewer periods left to complete full payment.

To start the process online, go to www.mlchapel.org – select school resources in the upper right – select the FACT icon with the graduation hat (sunshine for summer camp only). **MAKE SURE TO SELECT THE CORRECT TERM.**

If you do not have access to a computer or internet or are uncomfortable in trying to complete the process on your own, please stop by the office and we will help you (reminder that you will need your banking information or credit card information if you are making use of automatic payments).

FACTS will be able to accommodate those who have monthly voucher payments – these will no longer be invoiced from the office – as well as allow extended preschool families, who wish to, to make automatic weekly payments. Summer Camp users only have the option of automatic weekly payments.