

# FACTS

## Tuition Management Program Community Education

FACTS is a convenient **INTEREST FREE MONTHLY PAYMENT PLAN** available to Community Education students who wish to budget their fees over a period up to 12 months. It is not a loan program, there are no interest or finance charges assessed, and there is no credit check. *Please note: we will not enroll you in the class until you have turned in the completed FACTS Enrollment Form and voided check.*

There is a **non-refundable FACTS Enrollment Fee** based on the number of months you choose to pay your fees:

**\$30 for 1-6 months**

**\$50 for 7-12 months**

**You may budget your fees one of two ways:**

- **Automatic Bank Payment (ACH)**—ACH payments are those payments you have authorized FACTS to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at Heartland Community College. Payments may be made from either your checking or savings account. Contact your bank to verify they accept ACH payments. **FACTS Enrollment forms are available in the Community Education office.** *You will need to submit a voided check or savings deposit slip. Payments are processed on the 5th of each month and will continue until the balance is paid in full.*
- **Credit Card Option**—Your monthly payment is charged to your credit card, which may enable you to take advantage of various bonus programs offered by your credit card company. If you elect to use this option, your monthly payment, along with a *convenience fee*, will be automatically charged to the credit card you designate (Master Card, Discover or American Express). The convenience fee is in addition to the one-time, non-refundable FACTS Enrollment Fee. **Payments will be charged on the 5th of each month until the balance is paid in full.** Credit card payments are processed by American Card Services, Inc. To use a credit card, you will not need to complete the Enrollment form; please call the Business Office at 309/268-8144 to set up your payment plan.

The **non-refundable FACTS Enrollment Fee** will be automatically deducted from your bank account or charged to your credit card within **14 days** of the agreement being posted to the FACTS system. Should an automatic bank payment or credit card payment be missed, a \$30 FACTS Missed Payment Fee will be assessed to your account. You will be notified by FACTS of the missed payment via mail or e-mail.

For questions about your FACTS account, contact the Heartland Community College Business Office at 309/268-8144 or call FACTS at 800/609-8056 to make any changes to your address, phone or banking information.

Community Education

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