



# HIGHLAND PARK CHRISTIAN ACADEMY

6801 SHERIFF ROAD LANDOVER, MD 20785

301.773.4079 OFFICE ~ 301.773.2626 FAX

[www.hpchristianacademy.org](http://www.hpchristianacademy.org)

## It's FACTS enrollment time!

Simple steps to enroll in a payment plan:

STEP 1: Go to <https://online.factsmgt.com/signin/3Q87R>

STEP 2: **Create a username & password** to begin.

STEP 3: Click on the **Set Up a Payment Plan** link.

STEP 4: Complete the steps as prompted.



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**Three payment plans available:**

**PAYMENT PLAN 1:** Annual Payment (10% Discount)—\*\$20 enrollment fee.

**PAYMENT PLAN 2:** Semi-Year Payment (5% Discount per semester)—\*\$20 enrollment fee.

**PAYMENT PLAN 3:** Monthly Payment (11 or 10 months beginning in July or August)—\*\$50 enrollment fee.

***\*The Enrollment Fee will be automatically processed within 14 days of the agreement being finalized by Highland Park Christian Academy.***

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**Four dates to choose from:**

- The 5<sup>th</sup> of every month (*1<sup>st</sup> payment will be due July or August 5<sup>th</sup>*)
  - The 10<sup>th</sup> of every month (*1<sup>st</sup> payment will be due July or August 10<sup>th</sup>*)
  - The 15<sup>th</sup> of every month (*1<sup>st</sup> payment will be due July or August 15<sup>th</sup>*)
  - The 25<sup>th</sup> of every month (*1<sup>st</sup> payment will be due July or August 25<sup>th</sup>*)
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**Three payment methods to choose from:**

- Checking or Savings account—no fee
  - Credit Card (Visa, MasterCard, or Discover)—up to 2.75% processing fee
  - Debit Card—up to 2.75% processing fee
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If you need assistance with enrolling in FACTS, please call the main office at 301.773.4079. We will schedule on-site assistance as well. No tuition payment will be due at the time of enrollment, only the FACTS enrollment fee.

***Incidental expenses are costs associated with field trips and other student related activities. Books & Technology (\$175—Preschool, \$300 Elementary, \$400 Middle School), PPA (\$20), and Insurance (\$5) fees are due on or before August 1, 2017; payments will be automatically deducted from your FACTS account.***