14511 Sycamore Road, Laurel, DE 19956
302.875.4488 www.epworthcs.com

## FACTS Financial Account for Tuition & Incidental Payment (Online Payment Services and Secure Financial Aid Assessment):

- This platform allows the responsible party (parent/guardian) to make payments to ECS for tuition and other incidental billing such as lunch ordering, extended care payments, and sports fees.
- To setup a FACTS account, you will need to create a username and password for the Family Portal (if you have not done so already). You can do this by visiting the school website, www.epworthcs.com and clicking on the 'FAMILIES' tab, then click the **FACTS Family Portal Access-District Code: ECS-DE** link from the drop-down menu. This only has to be done for new families enrolled with ECS since returning families would already have this set-up.
- You will use your Family Portal to access your FACTS Financial account. There is a tab on the Family Portal that reads "**Financial**" and this is where your Financial Account can be found, along with links to the Grant & Aid page. **The Grant & Aid page will need a separate login once you navigate to that site.**
- When making a FACTS Financial Account you must either link your bank account information (ACH) or provide your credit card information. If you choose to use your credit card for your payment method, FACTS does charge a service fee of 2.95% for each transaction.
- **Note:** Once you have picked a payment plan on your FACTS Financial Account page, this will roll over year to year. You will do this when you enroll with ECS within the "Continuous Enrollment Packet." If you need to change your tuition payment plan, you must contact the ECS Financial Office. You will also have to fill out a new "Tuition Payment Preference Form."
- **Most, if not all, fees/payments are processed through the FACTS Financial Account on your Family Portal.**

## Tuition Discounts & Financial Aid / Scholarship Opportunity:

- ***Full Tuition Payment Discount:*** This is a 2% discount that is applied to your tuition if your family chooses to pay tuition in full, with a payment date of either June 5th or June 20th. After the month of June, a 2% discount is no longer available but families are still able to pay in full within the month of July. The 10 & 12 month tuition plans start in August. These months and dates remain the same from year to year unless notified otherwise.
- ***Other discounts include the Central Worship Center Member Discount and Pastor Discount.*** Please contact the ECS Financial Office about this discount.
- ***Little Paws Daycare or Preschool***: There is a discount for any families who have children attending Little Paws Daycare or Preschool and are also enrolled at ECS. Please contact the ECS Financial Office about this discount.
- There is an aid opportunity through *Cornerstone Education Scholarship* funded in part by Mountaire and administered by ACE. This scholarship application can be found on the ACE website. More information about this scholarship opportunity can be found on our website under the 'ADMISSIONS AND ENROLLMENT' tab. This opportunity is open to all families. **You must apply every year to be considered for this scholarship.**
- ECS has a *"needs based" financial aid* opportunity that can also be found through the Grant & Aid link on the **Financial** tab in the Family Portal. Please only apply for this aid opportunity if your family has a genuine need, and after you have also applied to the ACE scholarship opportunity.
- Discounts and aid will only be applied after families have made a FACTS Family Portal account and have been linked/mapped to the FACTS Financial account system.

## Late Fees & Past Due Tuition:

- Missed payments to the school, to include tuition, fees and extended care, will incur a $20 late fee for each month it is late.
- Insufficient Funds with FACTS: If FACTS is unable to obtain your payment due to insufficient funds, a grace period will be offered. **FACTS does apply a $30 charge for insufficient funds (prices subject to change by FACTS Management).**

## Refund Policy:

- Application fee is non-refundable.
- Lunch orders will not be refunded for absent days or days the school is closed due to inclement weather.
- When withdrawing, the Financial Office will determine the amount due. That amount will be pro-rated based on your payment arrangements and withdraw date. Early withdraw will result in full payment for the current month.
- Families withdrawing (opting-out) after March 31st will be "breaking" the ECS Continuous Enrollment Contract, which was signed during enrollment, and will be contractually obligated to pay 1 months' worth of the current full (without discounts applied) base tuition amount per child.

***Direct all financial questions to the ECS Financial Office at 302-875-4488 ext. 311 or option 4.***

*Our mission is to partner with parents to equip students both academically and spiritually to fulfill God's purpose for their lives, while reflecting the character of Christ in all we do.*