



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

FACTS Information for Parents

Islamic Foundation School partners with FACTS Tuition Management to better manage its tuition payment collection. FACTS serves more than one million families at over 7000 private and faith-based schools annually. It provides our families with a secure and convenient way to pay while allowing IFS to bill and collect fees efficiently.

Parents:

IFS offers a few different payment plans from 10 monthly payments to full payment. IFS also offers payments dates of the 1st, 10th, or 20th of each month for the convenience of its families. Please take the time to pick one of the three dates that works best for you.

IFS also offers different options for a payment method. Parent may opt to provide a bank account (checking or savings) or credit/debit card. IFS accepts the following credit card providers; Discover, MasterCard, or VISA. If you choose to pay utilizing a credit/debit card, you will incur a convenience fee of 2.85% for every transaction.

After set up, tuition payments are deducted directly from your bank account or charged to your credit/debit card on the dates you have selected. Please be assured that neither **FACTS nor the school will have direct access to or any knowledge about the status of your bank account.**

In the event of a payment fee being returned to FACTS, the account holder will be notified via email and a \$30.00 FACTS Returned Payment Fee will be automatically processed from the account provided. In addition, the payment will be rescheduled five business days after FACTS has been notified of the returned payment. Fees are subject to change.

Any unforeseen and legitimate financial crisis must be communicated to the school main office at least five business days prior to your payment due date. With sufficient notice, the payment date can be adjusted to prevent a \$30 non-sufficient funds fee charged to the account by FACTS.

Incidental Fees

IFS, at its discretion, may apply fees such as; Vision & Hearing, After School Care, Test and Exams, Sports Fees, or any other incidental fees to a families' payment plan with FACTS. ***These fees will not be auto deducted from your bank account unless you have specifically chosen the "Auto Pay" option for incidental billing during your FACTS set up.*** Parents may opt for "Auto Pay" for incidental billing through FACTS anytime during the year which enables incidental invoices to be debited from a designated account on the invoice due date.

If Auto Pay is not selected, parents must click on the link in the invoice email sent by FACTS to pay using their bank account, credit/debit card, or mail a check directly to FACTS. Incidental fees not billed through FACTS will still be collected at the school office.

Instructions for both new and returning families to set up their FACTS payment plan

1. New Parents- IFS administration will direct new parents to create a Family Portal Account through FACTS at the appropriate time.

2. New and Returning Parents- Once parents are able to access their Family Portal Account, please click on the Apply/Enroll icon and then select Enrollment/Reenrollment. Please then proceed to open the enrollment packet for the desired student.
3. As parents progress through the online enrollment packet, there will be a page for FACTS Tuition. Please click on the link titled "Go to Payment Plan" and then proceed toward creating the FACTS payment plan.
4. Select a payment plan option. There are options to select Annual, Semi-annual, or Monthly.
5. Enter the payment method. Choices of entering your bank account (checking or savings) or credit/debit card are available. (Please note there is a 2.85% service fee on every transaction if a credit card or debit card is provided).
6. There is a checkbox option indicating "YES please enroll me in Auto pay for incidental expenses". Please select this option as well. If the account holder decides not to select this option, please either mail a check to FACTS by the due date the school has determined, make an online payment, or make a telephone payment.
7. Select the appropriate date for payment processing. Parents will have the options for the 1st, 10th, or 20th of the month.
8. Review and authorize.
9. Once the school has finalized the tuition charges, a notification will be sent via email or letter (based on the selected correspondence method) confirming the payment schedule.
10. If there are additional students' parents plan to enroll, parents will be not be directed to create another payment plan. The additional student enrolling will be automatically added to the current payment plan.
11. FACTS will automatically set each account for email notifications. If chosen to receive messages via postal mail, deselect the email correspondence.

In case of difficulty in signing up or setting up a payment plan, please contact FACTS Customer Care directly at 866-441-4637.

If FACTS does not have your information on record, please contact the IFS office at (630) 941-800 at ext. 1000.

For more information about FACTS, please visit

www.factsmgt.com

After set up is complete, parents will be able to login to their Family Portal Account and access the Financial link to view billing and payment details.

FACTS Terms & Conditions

TERMS AND CONDITIONS: FACTS Management Company (FACTS), Lincoln, Nebraska has contracted with Islamic Foundation School (Institution) to process payments for tuition and/or fees. This FACTS Agreement (Agreement) is independent of any tuition agreement you may have with the Institution. The status of this Agreement in no way affects your obligation to pay the Institution. **As the person who submitted this Agreement, you are the Plan Owner. You accept and agree to be bound by the Agreement's terms and conditions until the total amount owed is paid in full.**

AUTHORIZATION: You authorize FACTS to process payments from the account provided or any subsequent account and acknowledge the account provided belongs to you. Your authorization will continue for the next Institution term upon receipt of reenrollment information submitted to FACTS by the Institution. Such reenrollment will be governed by the terms and conditions of that term's applicable Agreement. Your authorization will terminate when the total balance due has been paid (including fees, unless waived) and reenrollment information is not received for the next Institution term.

RETURNED PAYMENT FEE: **If a payment is returned, you will be notified and a \$30.00 FACTS Returned Payment Fee will be automatically processed from the account provided.** If the returned payment fee is returned, it will be rescheduled. Fees are subject to change.

PAYMENT DATES: If the payment date falls on a weekend or banking holiday observed by the Federal Reserve, the payment will be attempted on the following business day. Although FACTS specifies the date each payment will occur, your financial institution determines the time of day the payment is debited to the account.

CHANGES TO AGREEMENTS: **A. You may make changes to the information provided in this Agreement by contacting the Institution.** The timely application of changes depends on when they are received by FACTS; FACTS may refuse to apply changes prior to the next scheduled payment date if FACTS determines, for whatever reason, that it does not have sufficient time to act on them.

In the event you authorize additional services from the Institution, or in the event additional fees are assessed by the Institution in accordance with its policies and as a result of changes authorized by you, you understand that the total balance due and/or payment amount will change. You agree that your authorization of any such change shall constitute your authorization to change the payment amount, and/or to continue payments until the total balance due is paid in full. **If you, as the Plan Owner, are not the recipient of services, you authorize the recipient of services to make changes to his or her schedule or activities and agree to be bound by any such changes.** You do not require FACTS or the Institution to send advance notice of adjustments resulting from such changed authorization, which includes any reduction in the balance due and/or payment as a result of financial aid, or any

other similar cause. However, a copy of any such changed authorization, as described above, is to be provided to you by the Institution.

B. If there will be any change in the preauthorized payment amount other than a changed authorization, as described above, the Institution will give you notice of such changed payment amount at least ten (10) days in advance of the next scheduled payment.

C. You may revoke your authorization by sending FACTS a signed, written notification or email. Please note that terminating your Agreement with FACTS in no way affects your obligation to pay the Institution. Your Institution may demand immediate payment of all outstanding balances. You are strongly encouraged to contact your Institution before requesting to terminate your Agreement.

CUSTODIAL ACCOUNT: FACTS does not guarantee payments it does not collect from you. Collected funds shall be held by FACTS as your agent until remitted to the Institution. Depending upon the Institution's policy, payments returned by your financial institution may be rescheduled. Refunds of any money paid to FACTS, except for any applicable FACTS fees, will be handled by the Institution according to its refund policy. Interest earned on custodial funds is paid to FACTS.

CONFIRMATION: Any and all inconsistencies in the information provided will be resolved in the confirmation notification sent to you from FACTS. Changes made by the Institution that are received by FACTS before the notification is sent may also be included. In either event, the confirmation notification shall be controlling. A portion of your enrollment fee or late fee, if applicable, may be retained by or used to support the Institution(s) administering your payment plan.

DISCOVERY OF SUSPECTED ERRORS: If you discover what you believe to be an error made by FACTS, you must report the suspected error to the company immediately. FACTS must hear from you no later than sixty (60) days after the suspected error occurred. This obligates you to timely review of your bank statements and a timely response to company letters, emails, or phone calls. It is your responsibility to report suspected errors as soon as possible.

TELEPHONE CONTACT CONSENT: You certify that you are the subscriber to the provided wireless number. You authorize FACTS and its representatives to contact you regarding your account at any current and future numbers that you provide for your cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. Standard message and data rates may be charged by your service provider(s).

GOVERNING LAW: You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. This Agreement shall be governed by the laws of the State of Nebraska. This Agreement should in no way be construed to be a lender-borrower agreement between FACTS and the Institution or FACTS and you.

ARBITRATION: Any controversy or claim between the parties to this Agreement, its interpretation, enforcement or breach, including but not limited to claims arising from tort (which includes claims of fraud and fraud in the inducement), shall be settled by binding arbitration administered by and under the rules of Commercial Dispute Resolution Procedures of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. While either party shall have all the rights and benefits of arbitration, both parties are giving up the right to litigate such claims and disputes in a court or jury trial. The results, determinations, findings, judgments and/or awards rendered through such arbitration shall be final and binding on the parties hereto and may be specifically enforced by legal proceedings. Judgment on the award may be entered into any court having jurisdiction. Neither party shall be entitled to join or consolidate disputes by or against others in any arbitration, or to include in any arbitration any dispute as a representative or member of a class or as part of a class action, or to act in any arbitration in the interest of the general public or in any private attorney general capacity. A demand for arbitration shall not be made after the date when the institution of legal or equitable proceedings based on the claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration shall constitute the institution of legal or equitable proceedings based on the claim. All proceedings in arbitration shall be administered in Lincoln, Lancaster County, Nebraska. This provision shall survive termination of the Agreement.

PRIVACY AND SECURITY: Data collected and stored by FACTS pursuant to this Agreement is governed by the Institution's privacy policy. This data will not be used by FACTS in any manner not approved by the Institution unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized

associates and shall be used only for the purposes of providing service to you or the Institution. FACTS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties. FACTS privacy policy will govern use of your information only in the event that you request additional services directly from FACTS or its affiliates.

PEACE OF MIND (POM): If, as the person who has submitted this FACTS Agreement, you have selected the "Yes" box enrolling you in the Peace of Mind (POM) Benefit, this will serve as your [Certificate of Insurance](#). (NOTE: If you choose a **one-payment option or a plan longer than 12 months**, you are **not eligible** for POM.) The FACTS Peace of Mind (POM) Benefit pays the remaining unpaid balance of the Agreement up to a Maximum Benefit Amount of \$30,000 and is subject to the conditions listed below:

1. The Maximum Benefit Amount applies to each FACTS Payment Agreement. Payment is initiated upon death of the covered person. Covered person means the person who has signed the FACTS Payment Agreement, or that person's legal spouse. The covered person must be under the age of 70 on the later of the day insurance is elected or the FACTS Payment Agreement is signed. Electronic signatures are allowed.
2. The amount of Benefit payable is limited to the outstanding balance owed to the student(s)' educational institution, as budgeted through FACTS, up to the Maximum Benefit Amount. The amount of benefit payable is further limited to a reasonably declining balance; claims following large balance increases, consistently low payment amounts, or extended payment schedules may be reviewed and subject to potential reductions in line with reasonable anticipated amortization of tuition covered. Amounts owed for nonbudgetable expenses (incidental expenses) are not covered. Payments in arrears, if any, are not covered. The Benefit is payable directly to the institution specified on the Payment Agreement.
3. The coverage effective date is the date on which the FACTS Payment Agreement is executed by the covered person. The nonrefundable POM fee must be received by FACTS in order to process a claim. Coverage ends on the earlier of the due date of the last scheduled FACTS payment or last day of classes of the academic term covered by this agreement. Under no circumstances does coverage extend to costs associated with more than a single academic term.
4. A portion of the nonrefundable POM fee will be retained by FACTS for administering the Benefit program.
5. Proof of Loss is required to obtain this Benefit. A certified copy of the death certificate, indicating cause of death, must be provided to FACTS.

Group term life insurance coverage is issued by Assurity Life Insurance Company ("Assurity") of Lincoln, Nebraska. Form G L1502 and G L1502C.

SPECIAL NOTE REGARDING FINANCIAL AID: Please do not assume your balance will automatically be adjusted if you receive financial aid or a class or service is added or dropped. You should review your Agreement balance online or contact your Institution.