



# HINGHAM PUBLIC SCHOOLS

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Dear Parents,

Hingham Public Schools uses a third party billing company, FACTS Management, for the processing and collection of our families' tuition and fees. The web-based portal system is easy and convenient to use and is used by many colleges, private schools and other public schools as well.

For parents who have a FACTS account with Hingham Public Schools prior to the 2018 – 2019 school year, please log into FACTS using the link on your school's website and create a payment plan for the 2019 – 2020 school year. If you have a current FACTS account for the 2018 – 2019 school year, we will be in contact with you with information on your payment plan. No further information is needed from you at this time.

For parents who are **NEW** to FACTS\*:

- Enrollment in FACTS is necessary to complete your kindergarten registration. We do need a complete database of all parents, regardless of their tuition status. Please note that FACTS charges a \$43 non-refundable enrollment fee for monthly payment plans. If the annual tuition is waived or paid in full, this FACTS fee is not charged. You will be asked to:
  1. Provide payee name, contact information and student information
  2. Provide financial account information for direct checking account payments (no service fee) or credit card payments (2.85% service fee)
  3. Select a "monthly plan" (\$43) or "pay-in-full" (no fee) and submit a Tuition Agreement. Monthly payments will occur August 20<sup>th</sup> through May 20<sup>th</sup>
- Please access FACTS Management under **Important Links** on your school's web page and enroll in FACTS online.
- Once you have completed the FACTS registration and the kindergarten enrollment process, Hingham Public Schools will establish your account with your child or children's tuition balance.
- FACTS will then send you a confirmation notice with payment plan details.

\* Please note that if you have a FACTS account with another school/district, you will need to register with Hingham by using the FACTS link on your Hingham school's website and log in with your FACTS credentials. You may then select your payment plan for the 2019-20 school year.