

# Set Up A Payment Plan

*For Your Northwood Academy Student(s)*

Set up a separate payment plan for each enrolling student

- The system auto-directs to the Payment Plan selection for the **first** enrollment packet completed in each family.
- **Additional payment plans** are to be added for each additional student.

Please follow the steps below to set up a payment plan for each student.

- Select “*Financial*” from the [FACTS Family Portal](#) main menu
- Click the “*Financial*” button
- Select “*Financial Home*” in the “*Financial Links*” section
- On the **bottom** of the “*Payment Plan & Billing*” tile, select “***Set up a Payment Plan***”
- “***Begin***” when warned, “***A payment plan for the 2023-2024 School Year already exists***”
- Select the payment plan that is needed in addition to the plan(s) already created
- “*Authorize and Submit*”
- **Repeat for each student**

Please Note: *FACTS payment plan agreements will stay in pending status until charges are added by the Business Office.*

*For assistance or questions about payment plans or payments,  
please contact the Business Office (843) 764 2278.*