

# 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 (desktop), or click on the “*Financials*” icon (app).
- Select “*Financial Home*” in the “*Financial Links*” tile (desktop), or click on “*Financial Home*” in the “*Balances*” tile (app).
- On the **bottom** of the “*Payment Plan & Billing*” tile, select “***Set up a Payment Plan.***”
- “***Begin***” when warned, “***A payment plan for the 2024-2025 School Year already exists.***”
- Select the other payment plan(s) in addition to the plan(s) already created and click “***Next.***”
- Add or select your financial account on the Payment Details screen. This will be the account from which your payment drafts each month. Click “***Next.***”
- View your Payment Schedule and click “***Next.***”
- Review and Authorize by accepting the terms and conditions at the bottom of the page and clicking on “***Return to ParentsWeb.***” You will receive a message that states “***Agreement Submitted.***”
- **Repeat for each student.**

Please Note: *FACTS payment plan agreements will remain in pending status until the Business Office adds charges.*

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