

Northwood Academy

Student Account Information

Setting Up A Payment Plan

Set up a Separate Payment Plan for EACH enrolled student

A separate tuition plan will be required for EACH enrolling student regardless of grade. The system auto-directs to the Payment Plan selection for the first enrollment packet completed in each family.

Additional payment plans will need to be manually 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 “Financial Links” section
- On the bottom of the “Payment Plan & Billing” tile, select “Set up Payment Plan”
- **“Begin”** when warned **“A payment plan for the 2022-2023 School Year already exists.”**
- Select the payment plan that is needed in addition to the plan(s) already created.
- Authorize and Submit.

Please Note: *FACTS 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.

Business Office (843)764-2278