



# JOSEPH KUSHNER HEBREW ACADEMY

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## RAE KUSHNER YESHIVA HIGH SCHOOL

### 2018-2019 New Family Enrollment Procedures with FACTS

All New Families must set up a payment account with FACTS online for 2018-2019. This FACTS payment account will enable you to download statements, view account activity, and setup payment plans. Additionally, the FACTS account is how the school will track our enrolled census used for class assignments, and track fees for all students and families, regardless of payment method.

- Go to: [www.jkha.org/registration](http://www.jkha.org/registration)
- In the orange box to the left click on Tuition Payment Program (FACTS).
- Create a username and password and enter required information to set up an account.
- Enter student information as requested; for multiple students please follow the directions on the website for adding each additional child to this same FACTS account.
- Make a record of your FACTS account username and password for future use.
- Select a Payment Plan for your 2018-2019 tuition fees\* by clicking "View Available Schedules" and "Select" to confirm your FACTS payment plan option.
  - Full- Pay August 1
  - Semi Annual- Pay August 1 and January 1
  - Monthly- Pay August through May

*Any alternate arrangements must be made through the business office.*

- Select a Payment Method: Credit Card or ACH Direct Debit from your checking or savings account. (Note: FACTS accepts MasterCard, American Express and Discover, but not Visa. Credit Card payments incur a 2.75% convenience fee charged by FACTS.)
- Enter payer's information including the security setup questions.
- Submit application.

Once the FACTS account is submitted, registration fees paid (via credit card, through your existing FACTS account or a check mailed directly to JKHA/RKYHS) and your tuition contract signed and returned to the business office, your registration will be considered complete.

*\* Tuition and family fees, Financial Assistance and Middle Income Affordability, prior credit or other fee and payment adjustments will be made to your FACTS account by the business office before we finalize and activate your FACTS account for 2018-2019. Please note payments begin in August.*

For questions or assistance please contact Lyle Novick at (862) 437-8128