

# HOW TO SET UP A FACTS AGREEMENT

# What is a FACTS Agreement?

A FACTS Agreement allows students to break their tuition into monthly payments rather than having to pay it at the beginning of the semester. It can be set up in one of two ways:

## **1. Through a Bank Account (checking or savings)**

- \$25 enrollment fee (drafted out automatically)
- Immediate 20% down payment withdrawn from your account
- 4 payments of 20% (or 3 payments of 26.67% during the Summer term)

# What is a FACTS Agreement?

## 2. Through a Credit Card

- \$25 enrollment fee (withdrawn immediately)
- Immediate 40% Down Payment
- 3 Payments of 20 % (of your total)

Keep in Mind: A credit card fee (usually between 2% and 3%) is added automatically to the payments. NelNet only accepts MasterCard, Discover and American Express. **They will not take VISA.** A debit card is treated as a credit card, even though the money will be coming out of a checking account. **Because of these extra fees, we advise all students to use checking or savings if at all possible.**

# Setting up a FACTS Agreement

If you already have an **SelfServe** account, log in from the home page of the NOBTS website.



A screenshot of the NOBTS website home page displayed in a Mozilla Firefox browser window. The browser title is 'NOBTS - Welcome - Mozilla Firefox'. The address bar shows 'http://nobts.edu/Default.html'. The website header features the NOBTS logo and the text 'NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY'. A search bar is located in the top right. Below the header is a navigation menu with links: 'About NOBTS', 'Extension Centers', 'Online Learning Center', 'Providence House', 'Support NOBTS', and 'Contact Us'. The main content area is divided into sections: 'GATEWAYS' with a list of links including 'Academics', 'SelfServe (formerly IQWeb)', 'Blackboard', 'The Library', 'Student Life', 'Ministry Employment', 'Prospective Students', 'News Articles', and 'Campus Events'; a large 'MissionFocus' banner with the text 'core value emphasis' and a 'Click Here' button; and 'SEMINARY SPOTLIGHTS' featuring 'The Providence Fund'. The Windows taskbar at the bottom shows several open applications, including 'FACTS...', 'NOBTS...', and 'Micros...'. The system clock shows '10:13 AM'.

# Setting up a FACTS Agreement

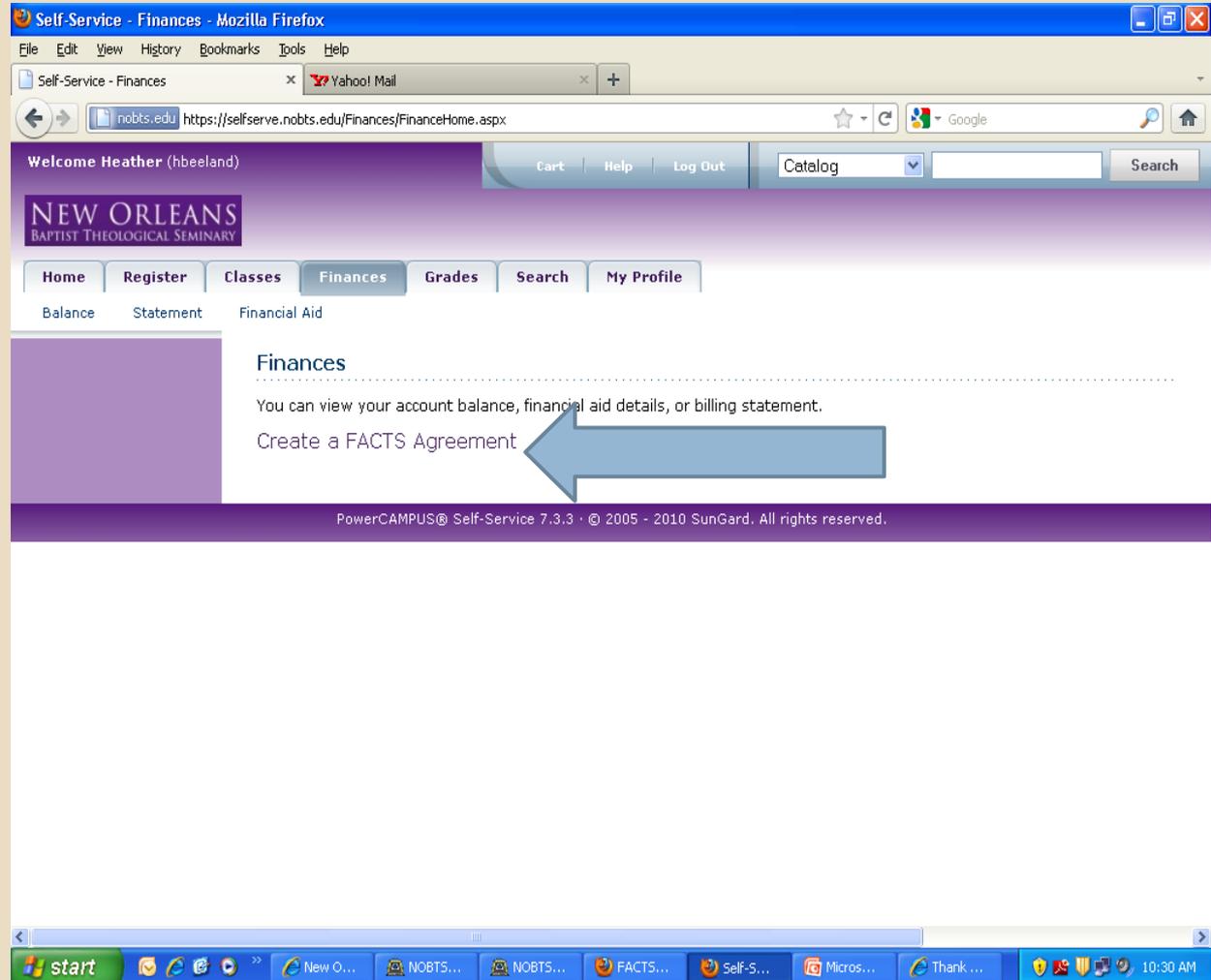
- You need to know what you owe NOBTS
  - Check your SelfServe account and click the link that says “Finances” and then click on “Balance”

If this doesn't work, contact the Financial Aid Office at 1-800-662-8701 ext. 3348 or [financialaid@nobts.edu](mailto:financialaid@nobts.edu)

The screenshot shows a web browser window titled "Self-Serve - Finances - Mozilla Firefox". The address bar shows the URL "https://selfserve.nobts.edu/FinanceHome.aspx". The page content includes a navigation menu with "Home", "Register", "Classes", "Finances", "Grades", "Search", and "My Profile". The "Finances" menu item is highlighted, and a sub-menu is visible with "Balance", "Statement", and "Financial Aid". A blue arrow points to the "Finances" link in the menu, and another blue arrow points to the "Balance" link in the sub-menu. The page content includes a welcome message for Heather (hbeeland) and a section titled "Finances" with the text "You can view your account balance, financial aid details, or billing statement. Create a FACTS Agreement".

# Setting up a FACTS Agreement

Once you know your balance, click the link that says “Create a FACTS Agreement”



The screenshot displays a web browser window titled "Self-Service - Finances - Mozilla Firefox". The address bar shows the URL "https://selfserve.nobts.edu/Finances/FinanceHome.aspx". The page content includes a header with "Welcome Heather (hbeeland)", a navigation menu with "Home", "Register", "Classes", "Finances", "Grades", "Search", and "My Profile". Below the navigation menu, there are sub-links for "Balance", "Statement", and "Financial Aid". The main content area is titled "Finances" and contains the text "You can view your account balance, financial aid details, or billing statement." and a link "Create a FACTS Agreement". A blue arrow points to the "Create a FACTS Agreement" link. The footer of the page reads "PowerCAMPUS® Self-Service 7.3.3 · © 2005 - 2010 SunGard. All rights reserved." The Windows taskbar at the bottom shows the Start button and several open applications, including "New O...", "NOBTS...", "FACTS...", "Self-S...", "Micros...", and "Thank ...". The system clock shows "10:30 AM".

□ Select whether you are paying through your Bank Account or Credit Card



NOBTS - Business Office - Mozilla Firefox

nobts.edu https://selfserve.nobts.edu/Finances/FACTSagreement.asp

All tuition charges, including any resource fees, are due by the Day of Validation found in the "Calendar of Events" section of the catalog. A late fee of \$100.00 will be assessed to any student that does not arrange for payment in full, via scholarship on file with the Financial Aid Office, a F.A.C.T.S. Plan, or through the payment options listed below by the day of validation.

Payments on the student account may be tendered at the Business Office in the Hardin Student Center. **Payments may be made by cash, check, money order, and credit card.** The Business Office accepts MasterCard, Visa, American Express, and Discover.

Payments may be mailed to this address:

NOBTS, Attn: Business Office, 3939 Gentilly Blvd., New Orleans, LA 70126.  
A drop box is available outside the Business Office for any-time payments.

**The FACTS Tuition Payment Plan**  
To help you meet your educational expenses, NOBTS is pleased to offer FACTS as a convenient budget plan. FACTS is a tuition management plan that provides you with a low cost option for budgeting tuition and other educational expenses.

It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed, and there is no credit check. A non-refundable enrollment fee will be charged for the service. To budget monthly payments through FACTS the enrollment fee is \$25.00. To make a single full payment an enrollment fee of \$2.50 is charged.

**Begin online application:**

**FACTS Tuition Payment Plan - Automatic Bank Payment (ACH)**

**FACTS Tuition Payment Plan - Credit Cards**

**How FACTS Works**  
Using FACTS is simple. You may enroll on-line or complete and sign our Tuition Payment Agreement form available in the Financial Aid Office. Information for enrolling on-line is provided below. You may budget your tuition and fees one of two ways:

**Automatic Bank Payment (ACH)**

start | New... | NOB... | NOB... | FAC... | Self-... | Micr... | Tha... | NOB... | 10:34 AM

# Setting up a FACTS Agreement

This window will pop up.

After you read the terms, click “Proceed”

The screenshot shows a web browser window titled "NBS Tuition Payment Plan - Windows Internet Explorer". The address bar contains a long URL starting with "https://www.factstuition.com/ecashier/index?openForm&". The page header includes the "New Orleans BAPTIST THEOLOGICAL SEMINARY" logo and a navigation menu with links for "FAQs", "How e-Cashier Works", "Payment Plan", "Fees", "Terms & Conditions", "Security/Privacy", and "Help".

The main content area is titled "NBS e-Cashier Automatic Payment Program" and "Welcome to e-Cashier for New Orleans Baptist Theological Seminary". It specifies "Automatic Payments from a Checking or Savings Account ONLY" and features a "Proceed" button. A warning message states: "To protect your personal information, this screen will close automatically in 10 minutes." Below this, it lists benefits of e-Cashier: "Make a down payment IMMEDIATELY and arrange for monthly payments" and "Pay in full IMMEDIATELY".

It also lists payment options: "Automatic Payments from your Checking or Savings account". The nonrefundable enrollment fee is detailed as "\$25.00 per Semester OR \$2.00 for Full Payment (Payment PROCESSED IMMEDIATELY)". A note states that the enrollment fee for automatic payments will be processed within 14 days. A red warning message says: "Do not use your browser's 'Back' button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly." A second "Proceed" button is located at the bottom of the main content area, with a large blue arrow pointing to it from the text on the left.

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

# Setting up a FACTS Agreement

- Enter your personal information.
- The person responsible for payment can be the student, a parent, guardian, or spouse.
- Create an Access Code (password)
- Option to list an additional authorized party (could be parent, guardian, or spouse)

NBS Tuition Payment Plan - Microsoft Internet Explorer

\* Student First Name:  Last:   
Student e-Mail:   
Retype Student e-Mail:

**Personal Information (Person responsible for payment)**

\* First Name:  Last:   
\* Address:   
\* City:  \* State:  \* Zip:   
\* A Daytime or an Evening Phone Number is required  
Daytime Phone:   
Evening Phone:

Check here if e-mail is same as student e-mail  
**Please provide a Responsible Party e-mail address. E-mail may be used to notify you of changes affecting your payment plan.**  
\* e-mail:   
\* Retype e-mail:

If you do not have an email address please check this box

**Create Your Own Access Code**

To protect your privacy, you are required to create your own Access Code, which is like a password. Your access code must be 4 to 10 characters long, alpha and/or numeric, and should be easy for you to remember. You will be required to verify your Access Code when calling NBS or viewing account information online through My FACTS Account at [www.factsmgt.com](http://www.factsmgt.com).

\* Access Code:   
\* Retype Access Code:

**Additional Authorized Party**

The Responsible Party may authorize another person to inquire about all account information and to make changes to the account on behalf of the Responsible Party. The Responsible Party names the person listed below as an Additional Authorized Party. The Responsible Party agrees that the designated person may take any action with reference to the account as could be taken by the Responsible Party except changing the name of the Additional Authorized Party or Access Code. The Responsible Party agrees to be bound by any actions taken by the Additional Authorized Party on behalf of the Responsible Party pursuant to the authority hereby granted. When requesting information, the Additional Authorized Party will be asked for his/her name as listed below and the Access Code.

Additional Authorized Party:

Done

Start | Internet | 4:23 PM

# Setting up a FACTS Agreement

Check the box next to the date to set up your agreement. This date is the deadline for setting up the payment plan. Your down payment will be paid immediately.

**DO NOT** click “pay in full” unless you want to actually pay in full. If this is the case, you do not need to set up a FACTS plan.

NBS Tuition Payment Plan - Microsoft Internet Explorer

**New Orleans**  
BAPTIST THEOLOGICAL SEMINARY

FAQs | How e-Cashier Works | **Payment Plan** | Fees | Terms & Conditions | Security/Privacy | Help

e-Cashier Progress  
1 of 6 steps completed

**e-Cashier**  
From Nelnet  
Business  
Solutions

**NBS e-Cashier Automatic Payment Program  
Payment Plan**

New Orleans Baptist Theological Seminary offers the following payment plan(s) to help you meet your financial obligation to the seminary. Please select a payment plan:

To protect your personal information, this screen will close automatically in 10 minutes.

**Payment Plan for Fall 2007**

All payment(s) will be processed on the **5th of the month.**

**Deadline to Enroll on e-Cashier**

- September 24, 2007
- Pay in Full

**Payment Plan**

- 20% down payment processed IMMEDIATELY, 3 monthly payments (October - December)
- Payment in full to be processed IMMEDIATELY

Done

Start | Internet | 4:27 PM

# Setting up a FACTS Agreement

On this screen, enter the amount of tuition and fees you owe to NOBTS where it says "Current Balance Due."



If you don't know how much your tuition is, click to the next page for instructions on how to find out.

NBS Tuition Payment Plan - Microsoft Internet Explorer

September 24, 2007      20% down payment processed IMMEDIATELY, 3 monthly payments (October - December)

Pay in Full      Payment in full to be processed IMMEDIATELY

**Budget Worksheet**

The total amount of your FACTS Agreement is subject to change by the institution if you drop or add classes, or if financial aid is awarded that was not originally included.

**Expenses:**  
Current Balance Due \$

**Credits:**  
Anticipated Aid \$

**Amount to be paid through FACTS:**

Total amount:	\$ <input type="text" value="1000.00"/>
Down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Any additional down payment: Press the Re-Calculate button	\$ <input type="text" value="0.00"/> <input type="button" value="Re-calculate"/>
Total down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Amount to be budgeted:	\$ <input type="text" value="800.00"/>
Number of monthly payments:	<input type="text" value="3"/>
First 2 monthly payments:	\$ <input type="text" value="266.67"/>
Last payment:	\$ <input type="text" value="266.66"/>
Month of first payment:	October
Payment date:	5th of the month

To try another payment option and/or budget calculation:

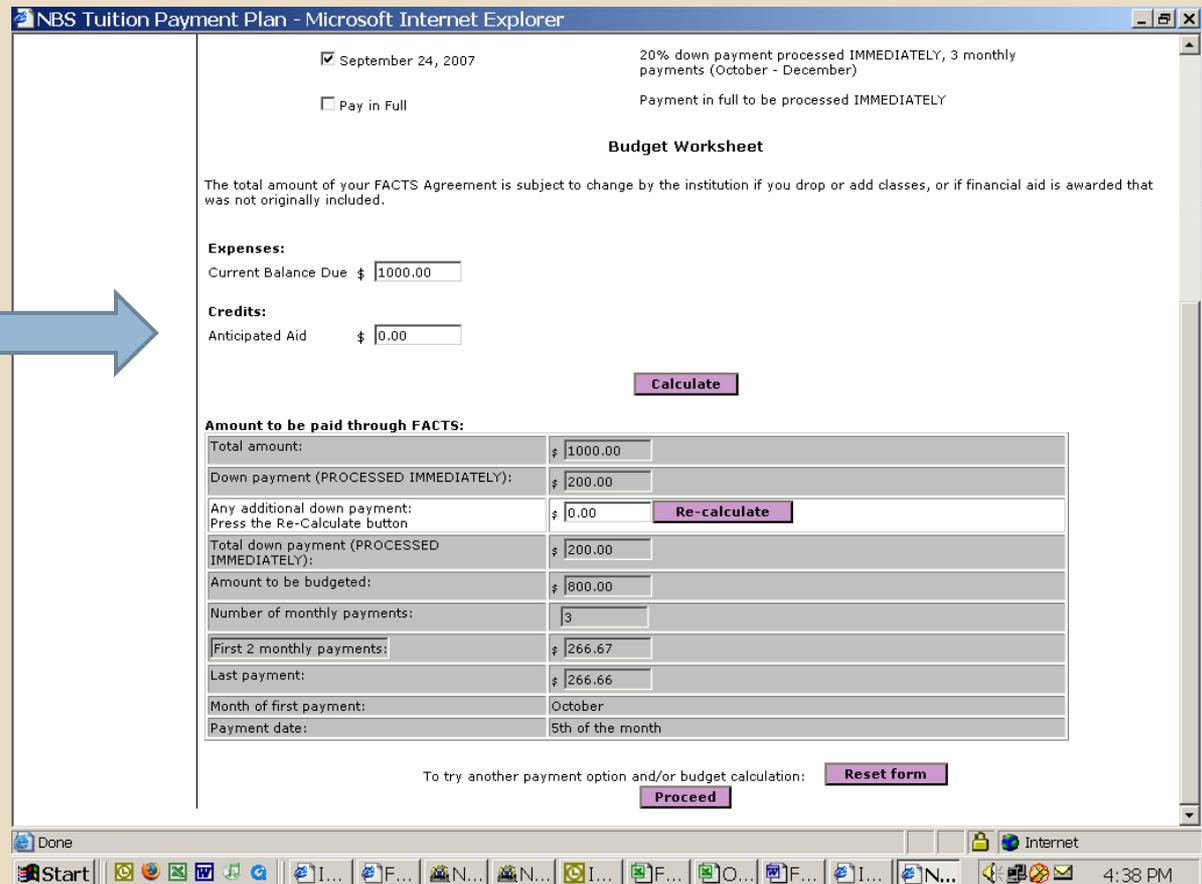
Done      Internet

Start      I...      F...      N...      N...      I...      F...      O...      F...      I...      N...      4:38 PM

# Setting up a FACTS Agreement

After typing in the amount for “Current Balance Due,” also type in the amount for any scholarships you are expecting to receive in the “Anticipated Aid” box.

**Rent, Long distance charges, library fines, and cafeteria charges may NOT be included in a FACTS agreement.**



September 24, 2007      20% down payment processed IMMEDIATELY, 3 monthly payments (October - December)

Pay in Full      Payment in full to be processed IMMEDIATELY

### Budget Worksheet

The total amount of your FACTS Agreement is subject to change by the institution if you drop or add classes, or if financial aid is awarded that was not originally included.

**Expenses:**  
Current Balance Due \$

**Credits:**  
Anticipated Aid \$

**Amount to be paid through FACTS:**

Total amount:	\$ <input type="text" value="1000.00"/>
Down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Any additional down payment: Press the Re-Calculate button	\$ <input type="text" value="0.00"/> <input type="button" value="Re-calculate"/>
Total down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Amount to be budgeted:	\$ <input type="text" value="800.00"/>
Number of monthly payments:	<input type="text" value="3"/>
First 2 monthly payments:	\$ <input type="text" value="266.67"/>
Last payment:	\$ <input type="text" value="266.66"/>
Month of first payment:	October
Payment date:	5th of the month

To try another payment option and/or budget calculation:

Done      Internet

Start      I...      F...      N...      N...      I...      F...      O...      F...      I...      N...      4:38 PM

# Setting up a FACTS Agreement

Now, click  
“Calculate” to see  
how much your  
monthly payments  
and immediate  
payment will be.

All other payments  
come out on the 5<sup>th</sup>  
of the month.

NBS Tuition Payment Plan - Microsoft Internet Explorer

September 24, 2007  
 Pay in Full

20% down payment processed IMMEDIATELY, 3 monthly payments (October - December)  
Payment in full to be processed IMMEDIATELY

**Budget Worksheet**

The total amount of your FACTS Agreement is subject to change by the institution if you drop or add classes, or if financial aid is awarded that was not originally included.

**Expenses:**  
Current Balance Due \$

**Credits:**  
Anticipated Aid \$

**Calculate**

**Amount to be paid through FACTS:**

Total amount:	\$ <input type="text" value="1000.00"/>
Down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Any additional down payment: Press the Re-Calculate button	\$ <input type="text" value="0.00"/> <b>Re-calculate</b>
Total down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Amount to be budgeted:	\$ <input type="text" value="800.00"/>
Number of monthly payments:	<input type="text" value="3"/>
First 2 monthly payments:	\$ <input type="text" value="266.67"/>
Last payment:	\$ <input type="text" value="266.66"/>
Month of first payment:	October
Payment date:	5th of the month

To try another payment option and/or budget calculation: **Reset form**

**Proceed**

Done Internet

Start I... F... N... N... I... F... O... F... I... N... 4:38 PM

# Setting up a FACTS Agreement

You are given the option to add any additional money to your down payment. This will help to reduce your future monthly payments.

Type this number (if desired) into the box “Any Additional Down Payment” and click the purple “Re-Calculate” button.

Then, click “Proceed.”

The screenshot shows a web browser window titled "NBS Tuition Payment Plan - Microsoft Internet Explorer". The page contains a "Budget Worksheet" form. At the top, there are two radio buttons: "September 24, 2007" (checked) and "Pay in Full". To the right, text indicates "20% down payment processed IMMEDIATELY, 3 monthly payments (October - December)" and "Payment in full to be processed IMMEDIATELY".

The form is titled "Budget Worksheet" and includes the following text: "The total amount of your FACTS Agreement is subject to change by the institution if you drop or add classes, or if financial aid is awarded that was not originally included."

**Expenses:**  
Current Balance Due \$

**Credits:**  
Anticipated Aid \$

A purple "Calculate" button is located below the credit field.

**Amount to be paid through FACTS:**

Total amount:	\$ <input type="text" value="1000.00"/>
Down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Any additional down payment: Press the Re-Calculate button	\$ <input type="text" value="0.00"/> <input type="button" value="Re-calculate"/>
Total down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="200.00"/>
Amount to be budgeted:	\$ <input type="text" value="800.00"/>
Number of monthly payments:	<input type="text" value="3"/>
First 2 monthly payments:	\$ <input type="text" value="266.67"/>
Last payment:	\$ <input type="text" value="266.66"/>
Month of first payment:	<input type="text" value="October"/>
Payment date:	<input type="text" value="5th of the month"/>

At the bottom of the form, there is a "Reset form" button and a "Proceed" button. Below the "Proceed" button, it says "To try another payment option and/or budget calculation:".

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "4:38 PM".

# Setting up a FACTS Agreement

- Select whether your payments will be made through a bank account or a credit/debit card.
- Click the appropriate circle, then click “Proceed.”

# Setting up a FACTS Agreement

Enter in your bank information or your credit/debit card information.

For a bank account, you will need your routing and account numbers (can be found on a check).

**Be careful to enter this information correctly or you will have to set up your FACTS plan again.**

The screenshot shows a web browser window titled "NBS Tuition Payment Plan - Microsoft Internet Explorer". The page header includes the NBS logo and navigation links: "FAQs | How e-Cashier Works | Payment Plan | Fees | Terms & Conditions | Security/Privacy | Help".

On the left side, there is a progress indicator: "e-Cashier Progress 4 of 6 steps completed" and the "e-Cashier" logo with the text "From Nelnet Business Solutions".

The main content area is titled "NBS e-Cashier Automatic Payment Agreement Account Information". It contains the following text: "You have elected to use a bank account for IMMEDIATE down payment and any SCHEDULED payment(s). Please complete this process by providing us with your bank information." and a red warning: "To protect your personal information, this screen will close automatically in 10 minutes."

A note states: "\* These fields must be completed to move to the next step".

The form is titled "Bank Information" and includes the following fields:

- \* Bank Name: [text input]
- \* City: [text input] \* State: [dropdown menu] Zip: [text input]
- Bank Phone: [text input]
- \* Bank Routing Number: [text input] (Your bank routing number is located on the bottom of your check between the "⌘" symbols.)
- \* Retype Bank Routing Number: [text input]
- \* Account Number: [text input] (Your account number is located on the bottom of your check before the "⌘" symbol.)
- \* Retype Account Number: [text input]
- \* Account Type:  Checking  Savings (NOTE: Savings account cannot be a passbook type)

There are two buttons: "Help with Completing Bank Information" and "Proceed".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "4:40 PM".

# Setting up a FACTS Agreement

- After verifying that the payment information is correct, click “Proceed”
- You will now have one final chance to review your information. If everything is correct, click “Submit”
- At this point, print off the information for your personal records

# Setting up a FACTS Agreement

- After you set up a FACTS plan, keep the following things in mind:
  - ▣ If you need to change your bank or credit/debit card information, you must call FACTS at 1-800-609-8056
  - ▣ If you add or drop classes, or you pay extra money to the NOBTS Business Office during the semester, you must call the Financial Aid Office so that we can adjust your FACTS plan. It does not update automatically.
  - ▣ You must set up a new FACTS Payment Plan each semester.

# NOBTS Financial Aid

3939 Gentilly Blvd. Box 339  
New Orleans, LA 70126

1-800-662-8701 ext. 3348  
[FinancialAid@NOBTS.edu](mailto:FinancialAid@NOBTS.edu)