**Jackson College - FACTS Online Tuition Payment**

- Visit [www.jccmi.edu](http://www.jccmi.edu), in the bottom left hand corner of the page click the link that says, ‘Pay Here’

- The ‘Pay Here’ link will direct you to the Business Office page, click on the link that reads Sign up for the FACTS Payment Plan.

- On this page you will be provided with information about how the FACTS Payment Plan works, after you have read through the provided information you should find a link at the bottom of the page that reads >Proceed to Payment, click on the link.

- Here you will find a form that looks like the one to the right. Enter the information requested. Be sure to make sure the student ID starts with a zero (the student ID # is 7 digits) and follow the ‘Birthdate’ format correctly (you must manually enter the forward slashes). Term should equal Winter 2015.

- After you have entered the requested information, click ‘Calculate Tuition’.

- Clicking this link will generate a form that will show the student ID number, name, e-mail, and balance. If all of the information appears to be correct, click e-cashier.

- As you fill out the payment information please be sure to use the information of the student. At the bottom of the page there will be an opportunity to list the name of an ‘Additional Authorized Party’, please enter your name here. This will give Jackson College the ability to discuss the account with you.

- Cost to Participate
  - $30.00 enrollment fee per semester.
  - $30.00 returned payment fee if a payment is returned.

Your student will contact you once we’ve met with him and determined the class or classes that will best suit him.

*If you have any questions while signing up for the payment plan, please connect with the cashier’s office at 517.796.8420.*