



8 FOX GRAPE ROAD, HILTON HEAD ISLAND, SC 29928

Instructions for Installment and Credit Card Payment Enrollment with FACTS Tuition Management

1. Go to the Prep website at www.hhprep.org
2. Under the Admissions tab select 'Tuition/Payment Plans'
3. Scroll down to and select 'Payment Plans'
4. At 'Option 2' select "FACTS" and follow the directions to set-up a 'New Account'

Please note:

Your student's ID # is located on the Enrollment Contract copy.

If you do not have a US mailing address, please use the school's address above. Any correspondence will be forwarded to you from the school.

Credit cards accepted include: MasterCard, Visa, AMEX and Discover with a convenience fee imposed.

Drafts are drawn in equal installments over eligible periods:

Monthly: June-March (or start date-March)

Tri-annual: June, October, February (payment in full at enrollment after October)

Contact the Business Office if you have questions at: 843.715.8507 or jcodymurphy@hhprep.org.