Dear Parents,

Holy Family School will partner with **FACTS Tuition Management** company again this year. It is a user friendly company that offers flexibility.

Payment Plan Options

- ❖ **Monthly payments** through **FACTS**, **10 payments** from **August – May**
- ❖ You may **choose** either the **5th or the 20th** of **each month** as your **payment date**
- ❖ **Semester payments** through **FACTS**, **2 payments August 1st** and **January 1st**
- ❖ **Payment** in **full** through **FACTS, due** on **August 1st**
- ❖ **Automatic payments** can be **made** from a **checking** or **savings** account or from a **variety** of **credit cards**.

Convenient Online Enrollment

All families will **set up** a **FACTS account as soon as possible**. It's secure and convenient and should take about **5 minutes to enroll**.

> Be sure to **have** the following **information ready**:

- The **name, street address**, and **e-mail address** of the person responsible for making the payments.
- **Account information** for the person responsible for payment: **bank name, telephone number, account number** and the **bank routing number**.
- **Credit card**, if using that option.

While the school has administrative access, you have control of your account. You may check it at any time and make payments online from the convenience of your home or office.

One thing to note, when **setting up** your account and **adding** your **student,** there is a drop down menu to pick your **child's grade**, this menu includes grades 1 through 8, the **only** grade **options** that are **valid** for **Holy Family** are **Tiny Tots, PK3, PK4 and Kindergarten**.

Below is the **link** you will **use** to **set up** your **account**. You can **either type** this **into** the **web address bar** or **click** on the **FACTS icon** on the **school website https://** holy-family-school.org

https://online.factsmgt.com/signin/4CQJD

Setting up a FACTS Payment Plan

1. On the **welcome page** click "**Create a username & password**"

2. **Enter** your demographic information (**name address, phone number, email**)

3. **Create** a **user name, password** and **select security questions**

4. You are now **logged into FACTS**. **Select** "**set up a payment plan**"

5. **Choose** the **appropriate term** (school year-2022-2023) and click continue

6. **Enter Contact Information**

7. **Students**: **Each student** included in the payment plan **must be added**

8. **Plan Options**: **Select** a **payment plan** and click Next

9. **Payment Details**: **Enter** your **financial account information**

10. **Payment Schedule**: **Select** your **payment date** (5th or 20th)

11. **Review**: Review the **information**, you can **select** the **links** to the **right** to go back and

    edit the **entries**. **Check** the **box** to **agree** to the **Terms & Conditions** and click **Submit**.

12. **Thank you**: **Print or e-mail** your **confirmation** page. It i**ncludes** your **agreement number**

    which can be used to **reference** your tuition payment plan with your school and FACTS.

You may contact a FACTS representative at (866) 441-4637 with questions.