

## Tuition and Fees Payment Information (New Registrations)

Please proceed with these instructions once you have received an acceptance letter from the school.

Welcome to St. Agnes School!

*ALL St. Agnes School families **must** be enrolled in FACTS tuition management system. FACTS is used to collect tuition, extended day, trip or other misc. fees. Once your registration has been formally accepted please enroll in FACTS using the following instructions and include confirmation of FACTS enrollment by printing the first page of the Thank you confirmation page with the School Registration Package. (See page three for sample document.)*

Click the FACTS link on our school website

<http://www.saintagnes.org/school/admissions/tuition-and-financial-aid/> to pay by savings, checking or credit card If this option is not available on the school website, you can access the site directly through the following link

<HTTPS://ONLINE.FACTSMGT.COM/SIGNIN/3FYK0>

Use the link above and follow the instructions for new users. A username and password should be created and then follow instructions online to set up a payment plan for the SY2019-20. If you are new to St. Agnes but have a previous FACTS username you may use your existing username once on this page to set up a St Agnes payment plan rather than creating a new username and password.

When enrolling in FACTS, complete the following:

1. Enter your contact information. The person “Responsible for Payment” is the one who gives his/her financial information for tuition payment (usually the parent/guardian). Please be sure to use the name found on the account selected for payment.
2. Add all enrolled students to your account and include upcoming grade level for each.
3. Select your plan option - The upfront and in **full payment (plan #1) is due June 30<sup>th</sup> or at the time of registration if enrollment occurs after that date.**
4. **Bank information:** If paying by bank account, only routing and account number information is required.
5. The **payment dates** are the 5<sup>th</sup> or the 20<sup>th</sup> of the month — parents’ choice. The ten (10) monthly payments begin in July, 2019 and go through April, 2020.
6. For those paying in installments, there will be a \$45 non-refundable one-time fee, processed within 14 days of the payment agreement finalization.

7. The **credit card** 2.85% convenience fee will be separately billed by FACTS. If you have selected the “Peace of Mind” insurance, that fee, will also be separately billed by FACTS.
8. Review and authorize your account.
9. Print the Thank you page and return it once acceptance of your enrollment has occurred.

If you have any questions *please call the FACTS Parents Hotline (866-441-4637) or call the parish Business Office at (703-525-1166, ext. 103)*

Fees for the Extended Day program including drop in services, Parent Teacher Organization dues and other miscellaneous fees will also be included and are payable through FACTS.

Questions pertaining to tuition and fee amounts may be directed to Ms. Lucy Estrada, Bookkeeper (accounts@saintagnes.org or 703-525-1166 ext. 103) or Ms. Meg McKnight, Business Manager, between 8:00 a.m. and 3:00 p.m., Monday – Friday, at the parish office.

School registration and FACTS payment plan enrollment must be completed in order for your child(ren) to begin attending school in August.

Families that withdraw from the school will be expected to pay tuition payments according to our School Tuition Payment and Refund Policy. The policy is posted on the school website under the admissions tab.

# SAMPLE CONFIRMATION PAGE

1/10/2017

Thank You

[Resource Library](#) | [Feedback Forum](#) | [Customer Service](#)



Saint Agnes School (2782)

2017-2018 School Year

Progress Tracker

[Contact Information](#)

[Students](#)

[Plan Options](#)

[Payment Details](#)

[Payment Schedule](#)

[Review & Authorize](#)

[Thank You](#)

## Thank You

Thank you for completing a FACTS payment plan for Saint Agnes School. Please print a copy for your records.

Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

An authorized party can make payments on your behalf. [Want to designate another payer?](#)

**Payment Method**  
Bank - 6978

I have read and accept the terms and conditions of this payment plan  
(Signed on 10 Jan 2017)

[Done](#) [Print](#)

## Contact Information

Name/Address

First Last  
1910 N Randolph St  
Arlington, VA 22207  
United States

Use e-mail for correspondence

Phone

(402)555-5555

Please send me e-mail payment reminders

E-mail

Sample@sample.com

## Student Summary

Name

First Last

## Payment Details

Future Payments Scheduled

Bank - 6978