

FACTS Tuition Payment Enrollment Instructions

ALL St. Agnes School families ***must*** enroll in FACTS online to pay by savings, checking or credit card by going to the FACTS link on our school website WWW.SAINTAGNES.ORG/SCHOOL. 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](https://ONLINE.FACTSMGT.COM/SIGNIN/3FYK0)

1. If you do not have a FACTS **username** you should follow the instructions for new users. A username and password should be created and then follow instructions online to set up a payment plan.
2. If you have an existing FACTS account, use the link above and then you can use your username and password and then set up a new payment plan for St. Agnes. Add your student(s) and update your information (address, student additions, payment method etc.)

When enrolling in FACTS, please note the following:

1. Please add all enrolled students to your account.
2. 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.
3. The FACTS enrollment must be completed no later than, **May 20th**. For families registering over the summer please enroll within 5 days of completing your registration. The upfront and in **full payment (plan #1) is due June 30th 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 5th or the 20th of the month — parents’ choice. The ten (10) monthly payments begin in July, 2016 and go through April, 2017.
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** 2.75% 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. If you have any questions *please call the FACTS Parents Hotline (866-441-4637) or call the parish Business Office at (703-525-1166).*