



# IMMACULATE HEART OF MARY SCHOOL PAYMENT SCHEDULES & INCIDENTAL BILLING

All families are now required to setup a financial account and choose a tuition payment plan through the NEW FACTS Family Portal

TUITION PAYMENT CYCLES	MONTHS CHARGED
Kindergarten - 8 <sup>th</sup> Grade Tuition	July - June
Pre-K Tuition	September - May
Registration Fees	Required Upon Enrollment
Individual Classroom Fees (supply list)	September

TUITION PAYMENT PLAN OPTIONS	GENERAL DUE DATES
1 Full Tuition Payment	July 15 <sup>th</sup>
2 Tuition Payments	July 15 <sup>th</sup> and January 15 <sup>th</sup>
3 + Tuition Payments (monthly)	July 5 <sup>th</sup> or 20 <sup>th</sup> - June 5 <sup>th</sup> or 20 <sup>th</sup>

TUITION PAYMENT METHODS (PHONE OR ONLINE)	PROCESSING FEES
Automatic Checking or Savings Account Withdrawal (ACH)	Free
Credit Card / Debit Card	2.95%
Returned Payment Fee	\$30 each occurrence

## INCIDENTAL BILLING

We will continue using FACTS for all incidental fees. It is important that your account is current and active. These fees may include field trips, monthly lunch orders, electives, classroom fees, chrome book insurance fees, binders, LINX After School Care etc. Cash or checks at the school office will not be accepted, however cash will be accepted in the lunchroom for daily buyers.

- Incidental billing payment options: Online, Telephone (866-441-4637) or Mail (see invoice coupon)
- Opting for the AUTO-PAY option is highly recommended.
- Invoices are sent via email. If your email is not active it will automatically mail you a paper bill.
- Invoices that are not paid within 30 days will incur a \$10 late fee.
- Like with tuition payments, FACTS will charge a \$30 returned payment fee for insufficient funds.
- If you have questions regarding payments methods or accessing your account, please contact FACTS directly at 1-866-441-4637.