

FACTS TUITION PAYMENT PLANS

- **ALL FAMILIES** are REQUIRED to use FACTS for tuition payments
- **CURRENT FAMILIES** do not need to re-register for a payment plan. Your current agreement will rollover to the next school year. If you want to **CHANGE** your tuition plan (i.e. full payment to monthly) you must contact jandrea@ihmcf.org
- **NEW FAMILIES**: Your enrollment will **NOT** be finalized until you register online with IHM School and choose a FACTS payment plan.

HOW TO ENROLL WITH FACTS

1. Create an account by visiting <https://online.factsmgt.com/signin/3FF76>
2. Click on the "Set up a Payment" Plan link.
3. Select the **2022-2023 school year**
4. Complete the steps as prompted.

Once you have completed this process your agreement will be considered **pending**. IHM will then approve, finalize and add the charges (this may take a few days).

You can also use this same account to apply for FACTS Grant & Aid Applications.

If you need assistance with the enrollment process you can contact FACTS directly at **866-441-4637**.

PAYMENT SCHEDULES:

- **K – 8th** tuition payment plans begin July (through June)
- **Pre-K tuition** payment plans begin September (through May)

PAYMENT METHODS:

- Automatic Checking or Savings Account Automatic Withdrawal (ACH)
- Pay by Phone or Make a Payment Online
- Pay by Credit Card

PAYMENT PLAN OPTIONS & FEES:

- **Payment in Full – \$20 FACTS one-time enrollment fee will be waived**
Pay your tuition in full with a scheduled payment online or through your bank account due on July 15.
- **2 Installment Payments – \$20 FACTS one-time enrollment fee**
Pay your tuition in two installments due on July 15 and January 15
- **Monthly Payments (3 or more) – \$50 FACTS one-time enrollment fee**
Spread your tuition balance over monthly installments beginning July 5 or 20, and ending June 5 or 20

CONSUMER DRIVEN CHANGES:

You can now make a *limited* amount of changes to your own plan or due dates by contacting FACTS directly.

FACTS INCIDENTAL BILLING

Thank you for your positive response and cooperation! Moving forward, we will continue using FACTS for all Incidental fees. Therefore, it is important that your account is current and active. These fees may include: field trips, monthly lunch orders, electives, classroom fees, binders, science lab, after care and scholastic. Cash or checks will not be accepted by teachers in the classroom or school office. **Payments must be made through FACTS.** However, cash will be accepted in the lunch room for daily buyers.

Please login to your account at www.factsmgt.com to make sure all of your contact and billing information is current!

Incidental Billing Payment Options:

- **Online Payment** (debit, credit or through your associated FACTS bank account)
- **Telephone Payment** (1-866-441-4637)
- **Mail in Payment** (mail check to FACTS along with coupon at bottom of your invoice). Note: email invoices do not have information about mailing in a payment. However, if you follow the link in the email or log in to your user account, you can print an invoice to mail in.
- **AUTO-PAY** (You can elect this option to be debited from a designated account on the invoice due date)

Incidental Invoices:

- Invoices are sent based on your preferred correspondence method set in your FACTS account.
- Invoices are generated a **minimum of 10 days in advance** of the due date.
- Most of you will receive an **email** as soon as a new invoice is issued.
- Click on the link in the email to view the details of your invoice and pay your bill as outlined above. For families with multiple children in the school, invoices will be lumped into one convenient bill whenever possible.
- If your email is not active or up to date it will automatically issue you a paper bill in the mail.
- *Invoices that are not paid within 30 days will incur a \$10 late fee.*
- *Like with tuition payments, FACTS will charge a returned payment fee for insufficient funds.*

This new billing process has taken the administrative burden off of our teachers and staff so that they can focus more on the education of your children! This is a safe and secure method of payment, and also brings us in line with Diocesan policies.

If you have questions regarding payments or logging in to your account, please contact **FACTS at 1-866-441-4637**.

If you have any questions regarding the items on your bill, you can contact jandrea@ihmcfo.org.

Thank you in advance for your continued cooperation!