



IMMACULATE HEART OF MARY SCHOOL PAYMENT SCHEDULES & INCIDENTAL BILLING

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

TUITION PAYMENT CYCLES	MONTHS CHARGED
Kindergarten – 8 th Grade Tuition	August - June
Pre-K Tuition	September – May
Registration Fees	Required Upon Enrollment
Educational Service Fees	September - November

TUITION PAYMENT PLAN OPTIONS	GENERAL DUE DATES
1 Full Tuition Payment	August 15th
2 Tuition Payments	August 15th and January 15th
3 + Tuition Payments (monthly)	August 15th – June 15th

TUITION PAYMENT METHODS (PHONE OR ONLINE)	PROCESSING FEES
Automatic Checking or Savings Account Withdrawal (ACH)	Free
Credit Card / Debit Card	3.05%
Returned Payment Fee	\$30 each occurrence

INCIDENTAL BILLING

We use FACTS for all incidental fees. It is important that your account is current and active. Fees may include field trips, lunches, electives, LINX After Care etc. Cash or checks at the school office will not be accepted. Cash will be accepted in the lunchroom for daily buyers.

- 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.