



## **2017-2018 School Year** **Tuition Payment Plan through FACTS**

As a Catholic school, our desire is always to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we will be co-sourcing through FACTS Management Company for payment of tuition. We think you will like the features contained in this program. The school still retains all control and the ability to interact with parents as needed throughout the year. Families will be able to access their account online, and:

- Receive reminder emails
- Make an online payment
- Switch payment methods
- Pay from a mobile device

### **A Practical Plan**

The FACTS program is not a loan and there is no credit check. Your preauthorized tuition payment date will be the 5<sup>th</sup>, 10<sup>th</sup>, 20<sup>th</sup>, or 25<sup>th</sup> of the month. You may also elect to pay with a credit card with a 2.75% service fee applied to each payment (Visa, MasterCard, American Express, and Discover are accepted).

### **Tuition Payment Plan Options**

- ❖ **Monthly payments (10) through FACTS**, beginning in July, **2.0% School Admin Fee, \$50.00 FACTS Fee**
- ❖ **Semi-annual payments (2) through FACTS**, on June 6 and December 5, **2.0% School Admin Fee, \$20.00 FACTS Fee**
- ❖ **Payment in Full (1) through FACTS**, due on June 6, **\$20.00 FACTS Fee, No School Admin Fee**

**Note: FACTS Fees are increased for the incidental billing feature.**  
**Most fees and charges will be billed and paid through FACTS.**  
**The 2% Admin Fee is applied to tuition charges only.**

### **Convenient Online Enrollment in FACTS**

**All new families** will set up a FACTS account in the spring as part of our new FACTS tuition payment system. It's secure, easy, convenient, and should take about 15 minutes to enroll your student(s) in our FACTS tuition payment system. Just go to the front page of the school website and click on the **FACTS WEBSITE** link (<https://online.factsmgt.com/signin/4K0XX>). This is also the same link for Financial Aid.

**Returning Families do not need to set up a new FACTS payment plan.** The payment plan that is currently in place will roll forward to the 2017-2018 school year. If you wish, you can change this plan by notifying the school business office.

**Be sure to have the following information ready:**

- The name, street address, and e-mail address of the person responsible for making the payments.
- To protect your privacy, you will be asked to create your own unique FACTS Access Code. Please be sure it is something you can easily remember.
- Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.

To protect your privacy, you will be asked to create your own unique FACTS user ID and Password and a security question. However, if you already have a FACTS user ID and Password for FACTS Financial Aid, you can use the same for your new tuition account.

You will need the account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check. Before you click the Submit button, please carefully read through the Final Review and the Terms and Conditions. Notification confirming your online enrollment in a FACTS payment plan will be sent to you after the school enters the tuition amount due for the year and activates your agreement.

If you have questions about enrolling in FACTS, please contact the school business office at 817-623-2402 or email [lharte@seasc.net](mailto:lharte@seasc.net). Once you have a FACTS plan set up, you may contact FACTS directly at 866-441-4637 or view your agreement online through your *Consumer Portal* account. To access the *Consumer Portal*, follow the instructions located on the FACTS Confirmation Notification or e-mail. FACTS customer service is available Mon - Thurs, 7:30 am to 7:00 pm, and Fri, 7:30 am to 5:00 pm.

## Frequently Asked Questions

- 1. When will the funds be withdrawn from my bank account?** While FACTS transacts each payment on the date you have specified, it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.
- 2. How will I be notified of my payment information?** Once your agreement is posted to the FACTS system and the School enters the net tuition amount, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to *Consumer Portal* Account. You will receive a reminder email 5 days prior to the upcoming payment and have the option to change payment method or pay ahead online at any time.
- 4. How do I use my user ID and Password?** To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should inquire online through the *Consumer Portal* Account or call into FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code
- 5. What happens if FACTS attempts to process my payment and there are not enough funds in my account?** Should an automatic bank payment or credit card payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is separate from any fee the school may assess. You will be notified by FACTS of the returned payment via e-mail or postal mail. The payment will be reattempted approximately 15 days later. If unexpected circumstances arise, please contact the school office 2 business days prior to payment to discuss a change to your upcoming payment.
- 6. What about enrollment in the FACTS payment plan in future years?** The FACTS payment plan enables the school to automatically reenroll families in payment plans over successive years, saving time for both the school office and your family. Should your tuition payments be made through FACTS the following year, you would be notified in advance by the school.
- 7. How will I pay other expenses at the school?** At this time, we are only using FACTS for tuition payment purposes. You will continue to pay your incidental fees and expenses as before. However, we may begin to use FACTS for incidental fees and expenses in the upcoming school year.

## We Look Forward to Serving You Better!

St. Elizabeth Ann Seton Catholic School looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. Should you have any questions regarding this plan, please contact the school business office at (817) 623-2402 or FACTS at (866) 441-4637.