



It's Easy to Manage Your Tuition with FACTS.

Payment Plans for Every Kind of Life

FACTS Management is the nation's leading tuition payment plan provider for private and faith-based schools. We're honored to serve more than 7,000 schools nationwide—including yours.

How We Help Families

FACTS allows families to budget their tuition, making private school much more accessible and affordable. Our process is simple, convenient, and secure.

To get started: <https://online.factsmgmt.com/signin/3WH0N> (NOTE: "0" in URL is numerical.) (This URL takes you directly to the FACTS/St Joseph School site to enroll.)

Frequently Asked Questions

Q. Is my information secure?

A. Yes. Your personal information, including payment information, is protected with the highest security standards in the industry.

Q. When will my payments be due?

A. Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed. **To be current on tuition, monthly tuition payments are due by the 15th of the month. Any of the monthly plans, either the 10-month or the 12-month, will accommodate deadline.**

Q. What happens when my payment falls on a weekend or a holiday?

A. Your payment will be processed on the next business day.

Q. What happens if a payment is returned?

A. Returned payments may be subject to a FACTS returned payment fee; watch for a returned payment notice for additional information.

Q. Who should I call if I have questions or concerns about my payment plan?

A. FACTS is available 24/7 at 866.441.4637. **or call the St. Joseph Church Office during regular business hours and speak with the Business Manager, Mrs. Andrea Pappas, at 859.341.6609 ext 4011.**

Customer Care Representatives are available to assist you at 866.441.4637.

To learn more, visit us at: FACTSmgmt.com/payment-plans



St. Joseph School Tuition Payment Plan with FACTS

More Questions and Answers

Who needs to sign up?

Everyone! In order to maintain one tuition billing system, we need all families, regardless of payment plan, to register with FACTS Management. A family will not be considered registered for 2017-2018 until enrollment in FACTS Management is complete. New families should enter their family information by May 1, 2017, and returning families should verify their account information by that same day. The sign-up site will be available for new families beginning March 1, 2017. Returning families can access their accounts starting April 1, 2017. Deadlines for payment plans begin May 18, 2017 depending upon which payment plan is selected. Please review the information on the sheet entitled "Payment Plan Options".

Does it cost anything to register?

Yes, and no. If a family is entering a payment plan that is anything other than a one-time payment, there is a fee. All monthly payment plans whether for 10 months or 12 months will be assessed a \$45 enrollment fee.

The only way to not pay an enrollment fee is to pay upfront with a single payment. Plus, if you pay upfront by June 15, 2017, there is a \$100 discount for tuition for K - 8. (There is no discount for PreSchool and Half-Day Kindergarten tuition.)

Please review the information on the sheet entitled "Payment Plan Options".

Are the fees the same as last year?

Yes. To use the FACTS Management system a fee of \$45 is assessed which goes to the FACTS Management system.

How do families apply for financial aid?

Financial aid applications are found on the same enrollment site for FACTS Management under the tab "Grant & Aid". The application will be available on March 1, 2017.

What is the deadline for financial aid applications?

April 20, 2017

To whom do I talk to if I ever have any payment problems?

Even though the FACTS Management Customer Care Representatives are always available as part of this service, the St. Joseph Church office is also always available to families to help in creating solutions to any problems that arise. Please feel free to contact our Business Manager, Mrs. Andrea Pappas, at the church office at 859.341.6609 ext 4011. With this change in tuition payment systems, we always know there could be glitches or hiccups. We are here to make this as painless and smooth as possible. Please contact with any questions.

Thank you for your help and cooperation!

St. Joseph School Tuition Payment Plans with FACTS

Payment Plan Options

(Payment plans will be open March 1, 2017 for new families and April 1, 2017 for returning families. The profiles for returning families will be rolled from the 2016-2017 school year. The returning families will not have to re-enter their account information. However, it is important that returning families check their profiles between April 1, 2017 and May 18, 2017 to verify account information.)

Full Payment

Please Note: If you choose to pay in full on or before June 15th, a discount of \$100 will be applied to your tuition balance for K-8th.

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
	Automatic Payments from					
<input type="radio"/>	<ul style="list-style-type: none">Bank AccountCredit Card	1	June 2017	1st 10th	18 May 2017 26 May 2017	\$0.00

Monthly Payment Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
	Automatic Payments from					
<input type="radio"/>	<ul style="list-style-type: none">Bank AccountCredit Card	10	August 2017	1st 10th	20 Jul 2017 27 Jul 2017	\$45.00

Monthly Payment Plan - June Start

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
	Automatic Payments from					
<input type="radio"/>	<ul style="list-style-type: none">Bank AccountCredit Card	12	June 2017	1st 10th	18 May 2017 26 May 2017	\$45.00

These are three payment plans offered with the selection of payment days on monthly plans.

These are the only payment plans that we are going to authorize at the present. However, we know that sometimes circumstances do not allow these plans to work for all families. If circumstances do not allow a family to select one of these options, please input all of your family data and contact the Business Manager for St. Joseph Church, Mrs. Andrea Pappas, at 859.341.6609 ext 4011.

Setting up a FACTS Payment Plan



Here are some items you may need:

- Customer or Student ID (provided by the school, if applicable) (Input by St. Joseph Church)
- Financial Account information

1 Go to your school's website to find and select the FACTS information link. On the welcome page click the appropriate option: 'Create a username & password' or 'Sign in'.

- 2 Enter your demographic information (name, address, phone number, email).
- 3 Create a user name, password, and select security questions.
- 4 You are now logged in to your FACTS Account. Select **Set up a Payment Plan**.
- 5 Choose the appropriate term (school year) and click Continue.
- 6 **Contact Information:** Review the information and choose a correspondence method.
- 7 **Students:** Each student included in the payment plan must be added.
- 8 **Plan Options:** Select a payment plan and click Next. Note information about possible fees.
- 9 **Payment Details:** Enter your financial account information.
- 11 **Payment Schedule:** Select your payment date and review your schedule.
- 10 **Review:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click Submit.
- 12 **Thank You:** Print or e-mail your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with your school and FACTS.

You may contact a FACTS representative at (866) 441-4637 with questions.