



INSTRUCTIONS FOR NEW FAMILIES ENROLLING IN THE FACTS TUITION PAYMENT PROGRAM

FACTS is the Tuition Payment Program being used at The Catholic High School to collect tuition. Registering online with FACTS is a **mandatory** part of your 2020-2021 registration. You will be able to fill out your online tuition agreement conveniently from your home or work. Registration for FACTS for the 2020-2021 school year begins on April 1, 2020. Please complete your online registration no later than May 1, 2020.

Payment Methods:

Automatic Bank Payment (ACH)—ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

Credit Card—If you elect to use this option, your payment will be automatically charged to your credit card (AMEX, VISA, MasterCard, or Discover are accepted). Paying with your credit card allows you to take advantage of various bonus programs offered by your credit card company.

Payment Plan Options

You can select from the following payment methods and options The Catholic High School is offering:

Payment Options:

- 1.) **Payment in full – June 1, 2020**
- 2.) **2 Payments – June 5th or 20th, 2020 and December 5th or 20th, 2020**
- 3.) **11 month payment plan (TRP will be charged) – June 5th or 20th, 2020 through April 5th or 20th, 2020**

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year.

Convenient Online Enrollment

FACTS online payment portal provides access to our own site for enrolling in FACTS for tuition payments. Enrolling online is simple and secure.

Go to: The Catholic High School website: <http://archive.thecatholichighschool.org/>
Under the Admissions Tab, click on Tuition & Fees, and click on the box at the top that FACTS. Select: Create a username & password, found under New Account. You will be prompted to enter your e-mail address.

Be sure to have the following information ready: Account information for the person responsible for payment: bank name, account number, and the bank routing number. This information is located on your check. If paying by credit card, have your card information available.

Before you click the Submit button, please carefully read the Final Review. Notification confirming your enrollment in a FACTS payment plan online will be sent to you after you submit your agreement.

If you have questions about enrolling in FACTS please contact FACTS directly (866) 441-4637 or view your agreement online at <https://online.factsmgt.com>. You can log on with your username and password FACTS customer service representatives are available to our parents 24 hours a day.

Frequently Asked Questions

- 1. When and what time will the funds for my payment plan be withdrawn from my bank account?** While FACTS transacts each payment on the specified date (ex: 5th or 20th), 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 for tuition payments is posted to the FACTS system 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.
- 3. 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 Fee will be automatically assessed to your account. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, a reattempt will occur on the 20th; for payment scheduled for the 20th, a reattempt will occur on the 5th of the following month.

We Look Forward to Serving You Better!

The Catholic High School of Baltimore 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 Linda Grebeleski in the Business Office at 410-732-6200 x226 or FACTS at 866-441-4637.