



FACTS is Holy Family's online management payment plan for registration, tuition, annual fee, iPad lease, After School Care and other miscellaneous fees. FACTS offers convenient flexible payment options for families. It is a secure password protected parent portal. Please go to the following link to register:

<https://online.factsmgt.com/signin/4J31N>

- 1) Click on Create a FACTS Account
- 2) Set up username and password
- 3) Complete demographics
- 4) Select "Set up a payment plan"
- 5) Add students with grade level for the 2017-2018 school year
- 6) Select a payment method, ACH or credit card (fees apply) and complete required fields
- 7) School will enter tuition and fees.
- 8) FACTS fee of \$36 will be automatically processed within 14 days of the agreement being finalized by Holy Family Catholic School if tuition payment plan is more than 2 months.
- 9) FACTS fee of \$10 will be automatically processed within 14 days of the agreement being finalized by Holy Family Catholic School if paying in less than 2 monthly payments.
- 10) Email confirmations will be sent 4 days before withdrawals are made to your bank account.
- 11) Please call Kathy Gregson at the school office 645-9875 or FACTS at 866-441-4637 if you need any assistance with the online enrollment.