

FACTS TUITION PAYMENT PROGRAM

St. Patrick School uses the FACTS Management Company to process their tuition and registration payments. To register please:

- Go to our website – www.spswadsworth.org and
- Click on the graduation cap symbol at the bottom right side of our website home page or access our school website directly at <https://online.factsmgmt.com/signin/41FCP>
- Create an account.
- You will be asked to select a payment plan, payment method and payment date.

FACTS payment options include:

- Automatic bank payment or
- Charge to a credit or debit card.
 - They accept Master Card, Discover or American Express and Visa
 - Each of which has a convenience fee of 2.85%.
 - The exact dollar amount of the fee will be reviewed with you at the time you enroll with FACTS.

There are 4 different payment plan options to choose from. You are able to select the 1st or 15th of the month as your payment date. FACTS charges an enrollment fee based on the payment plan that you have chosen:

- Annually . . . (\$20 annual fee*)
- Semi-annually. . . (\$20 annual fee*)
- Quarterly. . . (\$50 annual fee*)
- Tenmonthly payments. . (\$50 annual fee*)

After you enroll:

- Once your information is received and processed by FACTS, you will receive a FACTS confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact Mrs. Grum with any discrepancies.
- The tuition schedules and amounts can be found on our website under the Admissions tab. The actual tuition amounts will be entered into your FACTS account after you have registered and have chosen your payment plan options.

Please contact Kelly Mantas at 847-623-8446 or by email at kmantas@stpatrikwadsworth.org if you have any questions.

***The nonrefundable annual fees are enrollment fees that the FACTS company charges and will be automatically processed within 14 days of the agreement being posted to the FACTS system.**

FACTS TUITION MANAGEMENT FAQs

Is my information secure?

Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://factsmgt.com/Security-Compliance).

When will my payments be due?

You set your preferred date of payment when you initially set up your account. If you wish to change your date in the future, please reach out to the school financial manager.

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

Your payment will be processed on the next business day.

What happens if a payment is returned?

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

How do I make changes once my agreement is on the FACTS system?

Changes to your address, phone number, email address, or banking information should be made at Online.FACTSmgt.com. You should also notify the school of these changes. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**

What is the cost to set up a payment plan? If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

Will I receive a confirmation once I set up my account?

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy and contact your school or FACTS with any discrepancies.

FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at Online.FACTSmgt.com. Customer Care Representatives are also available to assist you 24/7 at US: (866)441-4637.**

Additional FAQs available at: <https://online.factsmgt.com/platform/customer-service/inst/41FCP>