



OPELOUSAS CATHOLIC SCHOOL

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Instructions for Enrollment and Payment

1. Go to FACTS Family Portal and Click on “Apply/Enroll”. Then click on “Enrollment/Re-enrollment” (If you are a first time user or new parent, Mrs. Joanne will send you a link to register with FACTS to get to this step)
2. After Enrolling, you will be prompted to pay the Enrollment Fee. That fee will automatically pop up at the end of enrollment. It must be paid on online via credit card or online draft/ ACH. Note: We only charge an enrollment fee for the first three children. If you have more than three children, pay for the first three, and call Mrs. Joanne. She will go in the system and waive additional payments.
3. Once your enrollment fee is paid, you will need to proceed to setup a payment plan. In order to do this, you will go into FACTS under the tab “Financial”. After clicking on “Financial”, click on “Financial Home” under the Financial links tab. Then click on “Setup a Payment Plan”.
4. If you are paying half your tuition, or the full amount you will be directed to remain in FACTS to continue making your payments. If you are paying a monthly note, you will click the Gulf Coast Bank link to setup your loan.