



## **FACTS Tuition Management System**

St. Ignatius School utilizes FACTS for its tuition management needs. The FACTS accounts of current families will be automatically rolled over for the 2023-2024 school year. Families will receive an email from FACTS with their tuition balance and payment schedule by April 1st. After reviewing their 2023-2024 payment schedule, if a family requires any changes to their payment plan regarding the schedule or method of payment, they should work with FACTS directly. All other questions on tuition can be directed to Dorothy Aschenbrenner at [daschenbrenner@sischool.org](mailto:daschenbrenner@sischool.org).

New families can enroll in FACTS on-line after February 1st using the following link:  
<https://online.factsmgt.com/signin/3PB14>

### **Tuition Payment Plans**

- Monthly – July through April; \$42 administrative fee charged upon enrollment
- Semi – July and January; \$15 administrative fee charged upon enrollment
- Pay in full in June; no administrative fee

Families can choose the payment day – either the 10th or 20th of the month.

### **Methods of Payment**

- direct debit from bank account (strongly recommended as BEST PRACTICE)
- automatic charge to credit card (2.95% charged by FACTS)
- on-line payments, including through the mobile app
- phone payments
- checks mailed to its lockbox

### **Late Fees**

There is a 5 day grace period until account is assessed a late fee of \$25 (\$30 if a bank auto-debit fails). FACTS will notify families of past due balances via email.

### **Incidental Billing for School Fees**

Certain school fees are also billed through FACTS in the family's Incidental Billing ("IB") plan. This plan is automatically established by FACTS but is separate from the Tuition Payment plan. The registration, technology, and Home & School Association fees are billed through IB. Payments must be made manually for these fees through FACTS by their due date. The registration fee is billed in February and the technology fee and H&S dues will be assessed in August before the start of the school year.

All questions on the school's tuition policy or FACTS Tuition Management, should be directed to Dorothy Aschenbrenner, Tuition Coordinator, at the rectory or at [daschenbrenner@sischool.org](mailto:daschenbrenner@sischool.org)