



FACTS is Holy Family Catholic School's online financial management company. **Beginning with the 2018-2019 school year, all families are required to use FACTS for the payment of tuition and associated fees, Afterschool Care and all other incidental billing.** FACTS offers convenient flexible payment options for families. It is a secure password protected parent portal.

There is an annual sign-up fee of \$38 that will be automatically processed through FACTS. Should a family chose to pay tuition in less than 2 monthly payments, the annual sign-up fee will be reduced to \$12.

There are no additional fees for a family who elects to use a checking account/ACH. There is a credit card convenience fee of 2.75% for any family who elects to use a credit card/debit card.

If a FACTS account has not been established by July 1, 2018, then the school will assume that your student(s) will not be returning, and your place will be offered to the next family on the waiting list.

To register, log on to <https://online.factsmgt.com/signin/4J31N> and follow the steps below:

1. Click on "Create a username and password"
2. Set up username and password
3. Complete demographics
4. Select "Set up a payment plan"
5. **Add all Holy Family students with grade level for the 2018-2019 school year**
6. Select a payment method, ACH or credit card (fees apply) and complete required fields
7. School will enter tuition and fees and then finalize accounts
8. Email confirmations will be sent 4 days before withdrawals are made to your bank account.
9. Please email Liz Price, HFCS Business Manager, at lprice@hfcatholicschool.com or call 904-645-9875

Please note: If you already have a FACTS account set-up, your payment plan preferences will automatically be rolled over into the 2018-2019 school year. Please contact the school's business manager if you would like to make a change to your payment plan.