**FACTS AGREEMENT INSTRUCTIONS**

**New to FACTS:**

1. **Enrolling in FACTS**: To enroll in FACTS go to our website: [*www.bishop-hartley.org*](http://www.bishop-hartley.org) and click on the PARENTS tab at the top. From there go to FINANCE and then FACTS PAYMENT PLAN. Unless paying in full, you **MUST** pay monthly with a FACTS payment plan.

2. **Payment Plans:** You have the choice of a 12-month (May through April) or a 10-month

(July through April) payment plan.

3. **Payment Dates:** You may choose either the 5th or 20th of each month as your payment date. If you miss a payment on your specified payment date, it will be reattempted on the following billing date. For example, if your payment is the 20th and there were insufficient funds in your account to cover the payment, the payment would be reattempted on the 5th of the following month.

4. **Automatic payments can be made from the account of your choice** – checking, savings, Discover, American Express, Visa or MasterCard. **IF PAYING BY CREDIT OR DEBIT CARD, YOUR PROCESSING FEE WILL BE 2.95%.**

5.  **There is a one-time $45 fee for using this service.**  You will receive confirmation from FACTS and the $45 fee will be directly debited from your account within 14 days from the date of confirmation.

6. **If you are using the FACTS payment plan,** a minimum of two payments must be received in order for your child(ren) to begin attendance at Bishop Hartley in August.

7.  **Timely payments are expected,** see the Student Handbook for consequences of missed payments.

8. **Once your payment plan has been created**, you will receive a confirmation notice from FACTS with instructions on how to log into their website where you can actively manage your payment plan through the Consumer Portal. You can change/update your financial account information, email address, or phone number. You can pay ahead with an online payment option as well as view your complete history with FACTS.

**Deadlines for new FACTS agreements**

**Online enrollment for FACTS payment plans must be completed by the following dates:**

 **April 20** for 12-month agreements with a May 5 starting date

 **May 6** for 12-month agreements with a May 20 starting date

 **May 20** for all 10-month agreements