FACTS TUITION MANAGEMENT PLAN
NEW ENROLLMENT

Families not choosing to pay tuition in full or semi-annually are required to sign up for FACTS Tuition Management. The FACTS system's secure server automatically withdraws tuition payments from parents' bank accounts every month.

FAMILIES NEW TO FACTS: see instructions for creating your account below. Please set up your account **as soon as possible**, so that the school can process your payment information. Your first FACTS withdrawal will be on either the **5th or 20th of July, 2017**. (You may choose one of these dates when completing the Agreement). FACTS withdrawals can be made from a checking or savings account. You may also choose payment by credit card for a small processing fee. Please be aware that there are sufficient funds in the account prior to your payment date, as FACTS charges an **insufficient funds fee**.

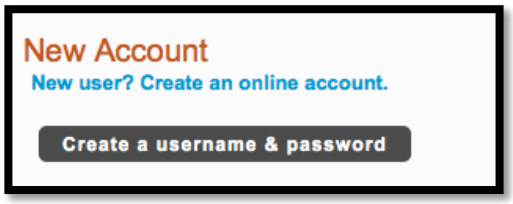
If 2 parents are responsible for payment, 2 separate accounts can be set up. The school will enter 50% of amount owed to each account.

ACCOUNT SET-UP

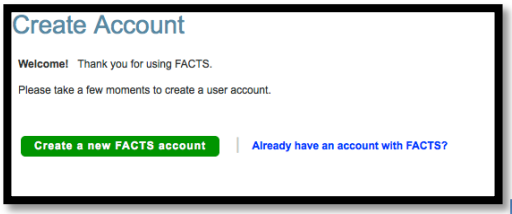
1. Go to: https://online.factsmgt.com/signin/3CTYH
The Link can also be found on the school homepage (www.stanthonyschool-nh.com) Scroll down to locate:

2. Choose: **New Account**

3. **Create a username & password**. Be sure to save this information for future use.



4. **Create a FACTS account**



5. Once your account is set up you will need to Choose **SET UP A PAYMENT PLAN** on the right in order to enter bank account information.

6.Continue to add account information. Upon completion, the school will enter the payment information for your account (including amount owed and number of monthly payments). You will receive an email when the account is finalizes.