

Enrolling at the FACTS Tuition Management Website:

We recently held several information sessions to provide details about the FACTS tuition management system we will begin using at the beginning of the 2018-2019 school year. We're grateful to all those parents who were able to attend the sessions.

Enrollment in the FACTS system must be complete before the end of May, 2018. Your account must be established in order for Mrs. Rosenbaum to enter tuition/fees for the first invoice in August. Parents who have completed the process reported that it was easy to navigate. The easiest way to reach the



dedicated St. Germaine FACTS page is to log in to the stgermaineschool.com website. Select the FACTS TUITION MANAGEMENT tile. This will link you directly to the FACTS website where you will be able to set up your tuition account or to apply for needs-based financial assistance. (The Financial Aid application has a \$25 submission fee).

Once you reach the FACTS website, you will need to set up an account:

Spanish | Customer Service

ST. GERMAINE CATHOLIC SCHOOL
Enlightening Minds, Enriching Lives

St Germaine School

Welcome!

We are pleased to offer FACTS Payment Plans and Grant & Aid Financial Needs Assessment on the same platform for St. Germaine School.

Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. If you would like to view the plans offered by your school please review the information below.

The plans listed below are offered by your school. Depending on the start and end date of each plan, they may not always be offered.

Monthly Payments:
Spread your tuition balance over monthly installments.
Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice

Payment in Full:
FACTS is a quick, secure method for paying your tuition balance in full.
Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice

Please note, payments made through a debit or credit card are assessed an additional charge for processing.

For more details about the options above, create an online account.

Simple Steps to Enroll in a Payment Plan or Apply for Financial Aid:

1. If you have an existing FACTS username and password, select "Sign In". If you are a new FACTS user please select "Create username and password" to begin.
2. Then click on the Start Application button or Set Up a Payment Plan link.
3. Select the appropriate school year
4. Complete the steps as prompted

Sign In

Username

Password

Sign in [Sign in using your e-mail](#)

[Forgot Username / Password?](#)

New Account
New user? Create an online account.

Create a username & password

[Having difficulties? Check our FAQs.](#)

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On the next screen, you will then be prompted to complete your contact information.

Next, you will add students to your account:

Resource Library | Feedback Forum | Customer Service

ST. GERMAINE CATHOLIC SCHOOL
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St Germaine School 2018-2019 School Year

Progress Tracker

Contact Information Students Plan Options Payment Details Payment Schedule Review & Authorize Thank You

Evaluation Mode

Students

Student First Name	Student Last Name		
No records found			
			Add Student

Add Student

Please enter the information for **EACH student** that will be on this payment plan.

Upon submission of your agreement, the balance owed will be entered by your school and you will receive a confirmation notice from FACTS when finalized.

Student First Name* Mary Joan

Student Last Name* Gleeson

Grade Level* 2nd

Save | Cancel

Evaluation Mode

A-AD-0-60 v18.3.10509.10911 Top of Page | Customer Service | Terms of Use | Privacy & Security © 2001-2018 Nelnet, Inc. and Affiliates. All Rights Reserved.

Once the data for your first student is entered, click “add student” for each additional member of your family.

You will then select your Payment Plan Options. Remember, there is no fee for those who are able to pay the entire tuition amount in one payment. Monthly payment plans (for either 10 or 11 months) are assessed a \$40 annual fee by FACTS Tuition Management.

The “invoice” option will generate an email invoice each month. That invoice will be due on the date you select. Invoices can be paid by submitting a check to the school as you have done in the past or you can select the “pay now” option for a direct withdrawal from your account. This form of invoicing will not result in an automatic withdrawal. The payment will be withdrawn only when you authorize it.

Payment Plan Options

Select a payment schedule

Show:

Full Payment

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	1	August 2018	1st 5th 15th	19 Jul 2018 24 Jul 2018 02 Aug 2018	\$0.00
<input type="radio"/>	Invoice	1	August 2018	1st 5th 15th	09 Jul 2018 11 Jul 2018 23 Jul 2018	\$0.00

Monthly Payment Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	10	August 2018	1st 5th 15th	19 Jul 2018 24 Jul 2018 02 Aug 2018	\$40.00
<input type="radio"/>	Invoice	10	August 2018	1st 5th 15th	09 Jul 2018 11 Jul 2018 23 Jul 2018	\$40.00

Monthly Payment Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	11	July 2018	1st 5th 15th	19 Jun 2018 21 Jun 2018 02 Jul 2018	\$40.00
<input type="radio"/>	Invoice	11	July 2018	1st 5th 15th	06 Jun 2018 12 Jun 2018 20 Jun 2018	\$40.00

[Back](#)

[Next](#)

[Cancel](#)

You will then be prompted to add bank routing information.

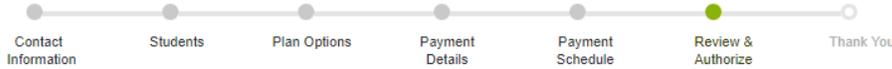
The screenshot shows the St. Germaine Catholic School website interface. At the top right, there are links for 'Resource Library | Feedback Forum | Customer Service'. The school logo is on the top left. Below the logo, the text 'St Germaine School' and '2018-2019 School Year' is displayed. A 'LIVE HELP' button is on the right. A 'Progress Tracker' shows steps: Contact Information, Students, Plan Options, Payment Details (highlighted), Payment Schedule, Review & Authorize, and Thank You. Below the tracker, the text 'Evaluation Mode' is centered. The main content area is titled 'Add Account' and 'Bank Account'. It contains a form with the following fields: Account Holder Name* (Sharon Rosenbaum), Bank Name* (1st National bank), Account Type* (Checking), Routing Number* (071000000), and Account Number* (123456789). There are 'Save' and 'Cancel' buttons at the bottom of the form. Below the form, the text 'Evaluation Mode' is centered again. At the bottom left, there is a version number 'A-AD-0-8C v18.3.10509.10911'. At the bottom right, there are links for 'Top of Page | Customer Service | Terms of Use | Privacy & Security' and a copyright notice '© 2001-2018 Nelnet, Inc. and Affiliates. All Rights Reserved.'

You can select a payment date of the 1st of the month, the 5th of the month or the 15th of the month.

In the event that your payment cannot be processed on the date you selected, you **must notify the school at least three to five days before your payment date.** If your account will not have sufficient funds to cover the payment, the school needs to notify FACTS to delay the withdrawal before the debit is processed.

The last step is to finalize your information on the Review and Authorize Screen (below)

Progress Tracker



Evaluation Mode

Review & Authorize

[FACTS Returned Payment Fee Policy](#)

The payment amount will be available once your institution finalizes your payment plan agreement.

Payment Method
1st National bank - 6789
[\(Change\)](#)

I have read and accept the [terms and conditions](#) of this payment plan

[Back](#)

[Authorize](#)

[Cancel](#)

Contact Information

[Change](#)

Name/Address	Sharon Rosenbaum 9735 S Kolin Ave Oak Lawn, IL 60453 United States	<input checked="" type="checkbox"/> Use e-mail for correspondence (Invoices/Statements will be also sent via e-mail)
Phone		<input checked="" type="checkbox"/> Please send me e-mail payment reminders
E-mail	mrrsrosenbaum@stgol.org	

Student Summary

Name	
Mary Joan Gleeson	Change

Payment Details

[Change](#)

A short tutorial is available to review the steps in the process on the FACTS WEBSITE. If we can assist you in any way to set up your FACTS account, please don't hesitate to contact us at the school office.

Please complete the account set-up as soon as possible—but certainly before the end of May.