

Sacred Heart Cathedral School / Preschool Instructions for setting up FACTS agreement

- All payment options, other than the single full payment option, are made by electronic bank draft or credit card using FACTS Tuition Management Company.
- Every Family who would like to make payments, monthly, quarterly, or semi-annually must set up their FACTS agreement online.
- If you have children enrolled at SHCS and KCHS, you have to set up an agreement for each school.

Go to Sacred Heart Cathedral School's website, www.shcschool.org

Click on PARENT CONNECT/STUDENT CONNECT in the upper left corner beside MENU

Scroll down and click on the "FACTS Tuition" quick link.

Click on "Create a new FACTS account". The District Code is: SHCS-TN. When you have entered your contact Information and established your user name and password, you will come to a screen which indicates that your account has been successfully created.

Click on "Set up a Payment Plan".

Some information to assist you:

Please enter your family last name for your School ID.

On the Select a Payment Schedule section

You may choose one of 4 options: Single payment, Semi-Annual, Quarterly, or Monthly.

The standard monthly payment schedule is 10 months, July through May. Any adjustments to a family's payment schedule will have to be made *after* the school has completed your agreement.

On the Payment Options section

You may choose to have your payment drafted on the 5th or the 20th of each month.

You may choose to make your payments by electronic bank draft from your checking or savings account
OR

You may choose to make your payments by credit card.

****A 2.85% convenience fee will be assessed on each payment.**

****Note that a debit card is treated as a credit card.**

After you have set up your arrangement, I will enter the amount and complete your agreement. FACTS will draft the processing fee (\$50 for monthly and quarterly, \$20 for semi-annually) and the \$20 POM fee, if applicable..

Changes can be made to your arrangement at any time. You may contact Janine Juckett and 558-4101 for changes to your agreement.

To view and update your payment plan online, visit online.factsmgt.com

Log in by entering your username and password and then select your agreement number. You can then:

- View your balance and payment history
- Change / update your financial account information
- Update your contact information
- Verify changes made by the school

Please call Janine Juckett at 558-4101 or email at jjuckett@shcknox.org if you have any questions.