

There are three ways to enroll in FACTS

If paying by one's credit card:

1. To enroll in FACTS and pay by credit card, please call 1-800-233-1096. There is a convenience fee of 2.5% for this option only. MC/Discover/AMEX are accepted but VISA is not. If one enrolls by telephone/credit card, one has completed his/her FACTS enrollment.

If paying by one's bank account:

2. One may enroll in FACTS online to pay by savings or checking by going to the FACTS link on our school website. **Our school ID is 9-F471**. The password is the school's ZIP Code (22207). If one enrolls on-line one has completed his or her FACTS enrollment.
3. One can enroll in FACTS by paper to pay by savings or checking account. Please stop by the Parish office for a paper form. If enrolled by paper, one has completed his/her FACTS enrollment.

When enrolling in FACTS, please note the following:

- A. **Our Institution Facts ID # is 9-F471**. The school can be written simply as "*St. Agnes School*".
- B. For "student identifier" please use the following identification: Primary parent's last name, first name, middle initial.
- C. The person "Responsible for Payment" is the one who gives his/her financial information for tuition payment (usually the parent/guardian).
- D. The FACTS enrollment must be completed no later than, **June 15, 2009**. The upfront and in full payment (plan #1) is due August 1, 2009.
- E. Bank information: If paying by bank account, only routing and account number information is required. Voided check, bank address and phone number are not necessary for the paper form.
- F. The payment dates are the 5th or the 20th of the month — parents' choice. The 10 monthly payments begin in August 2009 and go through May 2010.
- G. The credit card convenience fee will be separately billed by FACTS. If you have selected the "Peace of Mind" insurance, that fee, will also be separately billed by FACTS. Do not attach a check for either of these payments!
- H. When completing the paper agreement, one is actually making three copies. Do not separate. The parish accounting office will return the pink copy to you after it has been reviewed, checked, and possibly made appropriate changes. Paper agreements are only filled out if one chooses not to enroll in FACTS on-line or by telephone for the credit card.
- I. If you have any questions about the FACTS Company during this implementation period, the representative, Mr. Topher Russo, can be reached at 800-569-1209, 410-940-9505, or crusso@factsmgt.com. FACTS's website is www.factsmgt.com. For questions about the day-to-day operations of your FACTS program, and after the coming school year has started, please call the school.