

## INFORMATION REGARDING TUITION PAYMENTS

### ***RETURNING SMS FAMILIES:***

Returning SMS families who were in the FACTS system last year will automatically be enrolled by the school **unless** you indicate on your 2021-2022 school enrollment/registration form that you wish to pay your tuition in full for the upcoming school year.

Once your agreement has been finalized by Mary Jane Taylor, our parish bookkeeper, you will be able to go to the online website: [www.online.factsmgt.com](http://www.online.factsmgt.com) to make sure your information and agreement are in order. If there are any discrepancies, you can contact Mary Jane at St. Mary Parish Center (440) 323-5539.

### ***NEW FAMILIES THAT ARE NOT APPLYING FOR THE ED CHOICE SCHOLARSHIP:***

If you are new to the SMS family, and you are not planning on paying your child(ren)'s tuition in full, you must register online with the FACTS system by going to the online website: [www.online.factsmgt.com](http://www.online.factsmgt.com) . If you have any questions, you can contact Mary Jane Taylor, our parish bookkeeper, at (440) 323-5539.

Once your agreement has been finalized by Mary Jane Taylor you will be able to go to the online website to make sure your information and agreement are in order. If there are any discrepancies, you can contact Mary Jane at St. Mary Parish Center.

### **PLEASE NOTE:**

**ST. MARY SCHOOL OR PARISH CENTER CANNOT ACCEPT TUITION PAYMENTS**



## Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your FACTS agreement, visit your school ' s website and locate the FACTS link, or go to <https://online.factsmgt.com/signin/3WXL1>

### FACTS CONFIRMATION NOTICE

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

### Frequently Asked Questions

- **Is my information secure?**  
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://factsmgt.com/Security-Compliance).
- **When will my payments be due?**  
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**  
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**  
Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**  
Changes to your address, phone number, email address, or banking information can be made at [Online.FACTSmgt.com](https://Online.FACTSmgt.com) or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**  
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

### FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at [Online.FACTSmgt.com](https://Online.FACTSmgt.com). Customer Care Representatives are also available to assist you 24/7.**