



FACTS TUITION MANAGEMENT PROGRAM

ON-LINE PAYMENT PLAN OPTIONS

St. Vincent de Paul High School is pleased to offer you a convenient online method to enroll in a tuition payment plan and incidental charge ACH with the FACTS Tuition Management Company. Please note that your student(s) registration or re-registration at St. Vincent de Paul High School includes establishing your tuition payment plan and incidental charge ACH with FACTS Tuition Management. You will have options for your tuition payment plan (Pay in Full, Semi-annual, Quarterly, Monthly and Semi-monthly). You will also have tuition payment date options. Your *incidental charges such as family Building Assessment or Debate fees are due in full by the published due dates and are not a part of the payment plan.

New families enrolling at St. Vincent de Paul High School will receive an email from FACTS with specific directions and login codes in order to set up the tuition payment plan and the ACH for incidental charges on-line. Please be sure to follow the instructions in that email and create your FACTS account immediately after receiving the email notice.

Payment Plan	Payment Plan	Payment Options
Pay in Full	July	Invoice or ACH
Semi-Annual	July & January	Invoice or ACH
Quarterly	July, October, January, April	Invoice or ACH
Monthly	July through April	ACH only
Semi-Monthly	July through April	ACH only
ALL *INCIDENTAL INVOICES WILL REQUIRE AN ACH SET UP THROUGH FACTS. *Incidental invoices are those charges <i>other than tuition</i> that come due throughout the year such as the family Building Assessment fee, or Debate fees.		
ACH = automatic debit from bank account or credit card		
ALL payments are made directly to FACTS Tuition Management		

You will be able to choose from a list of preferred days on which you would like your invoice due or payment deducted from your bank account or charged to your credit card. If you have technical issues or questions while setting up your FACTS account please contact FACTS Customer Care Service at 866-412-4637. If you have questions about the charges and credits to your account please contact Terese Doolittle at tdoolittle@svhs-pet.org or 707-763-1032 ext. 118 in the Student Account's Office at St. Vincent de Paul High School.