

Step-by-Step Instructions to Enroll in FACTS Tuition Management for the 2017-2018 School Year

- 1) Go to St. Joseph Regional School's Web site (www.stjosrcs.org), click on the about link, then the registration link. On the registration page click on the link that invites parents to enroll in FACTS for the 2017-2018 school year.
- 2) Click "Get Started" to create your account
- 3) Enter student information, including name and grade level, since different grade levels will have different fees associated with them. Click "Add another student" if you have more than one student attending the school.
- 4) Select your payment plan option (Note: All fees are annual fees and are "per family.")
 - a. 1 payment, due June 30, 2017 (fee: \$10, regardless of payment method chosen). Choose whether you'll be paying by:
 - i. Automatic debit from a savings or checking account (fee: \$10):
 - ii. Credit card (MasterCard, Discover or American Express) (fee: \$10 + 2.5% of payment convenience fee which is paid to the credit card company)
 - b. 11 payments, each due on the last weekday of every month beginning June 30, 2017 and ending April 30, 2018. The first payment will be for all beginning of the school year fees for the 2017-2018 school year. Subsequent payments will be due on the last day of the month beginning in July with the last payment due April 30, 2018. All tuition assistance will be applied to your account and the balance will be due in 10 monthly installments.
 - i. Choose whether you'll be paying by:
 - i. Automatic debit from a savings or checking account (fee: \$41):
 - ii. Credit card (MasterCard, Discover or American Express) (fee: \$41 + 2.5% of payment convenience fee which is paid to the credit card company)
- 5) Complete "Responsible Party" name, address, phone number and email address if you would like to receive a reminder of a payment due 4 days in advance of the payment due date if you choose an automatic payment plan.
- 6) Create your "Sign On" account, with a username, password and security question.
- 7) Enter bank account or credit card information if either of these options is selected.
- 8) Review the agreement summary, and click to agree to the terms and conditions.
- 9) Print the agreement or have it emailed to you for your records
- 10) Click the same link from the school Web site to view your account, except choose "Returning User," and enter your Sign on information to gain access to your account information.