



NCHS Tuition Payment Plan

As a private Catholic school, our desire is always to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we will be co-sourcing through FACTS Management Company for payment of tuition. Our families will be able to access their account online, and:

- Receive reminder emails
- Pay ahead online
- Switch payment methods
- Apply payment to future charges

A Sensible Plan

We are proud to partner with FACTS; this system is used by 5,500 institutions just like ours. It is not a loan, there is no debt and there is no credit check. This is a ten month payout plan from July through April. Tuition is handled conveniently and securely through a preauthorized automatic bank payment from checking or savings, or automatic charge to a credit card on the 5th or 20th of the month. Costs are outlined as follows:

Fees Assessed by NCHS on the Tuition Financed Through this Plan		
Tuition Guarantee – Required	3.75%	Paid in advance by June 8, 2012 to Business Office
Administrative Fee	3.90%	Added on to total amount paid through plan, i.e \$10,000 X 3.9% = \$390 for plan term or \$1,000 X 3.9% = \$39 per month
Late Payment Fee	\$30	Assessed and added to your FACTS account if payments are more than 5 calendar days after the scheduled payment date

Fees Assessed by FACTS Management		
FACTS Annual Enrollment Fee	\$43	Added to your account prior to first scheduled payment
Convenience Fee for Credit Card Payment	2.5%	Assessed at the time of payment on the amount being charged to the credit card
Returned Payment Fee	\$30	Assessed at the time of payment if insufficient funds are available.

Convenient Online Enrollment

You can enroll in the NCHS Tuition Payment Plan through FACTS online by linking from the school's Web site. Enrolling online is simple and secure. Look for the FACTS logo to link to the customized online sign up page.

Be sure to have the following information ready:

- The name, street address, and e-mail address of the person responsible for making payments.
- To protect your privacy, you will be asked to create your unique FACTS Access Code. Please be sure it is something you can easily remember.
- Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number.



Before you click the Submit button, please carefully read through the Final Review and the Terms and Conditions. Notification confirming your online enrollment in the NCHS Tuition payment plan through FACTS will be sent to you, and the annual enrollment fee will be automatically deducted from your account within the next 14 days.

Frequently Asked Questions

- 1. How do I sign up for the NCHS Tuition Payment Plan?** Once you receive a tuition invoice from the Business Office, you will need to notify the Business Office that you wish to use the NCHS Tuition Payment Option. You must then sign a Terms and Agreement form. Upon acceptance of the Terms and Agreement form, the 3.75% Tuition Guarantee Fee must be paid to NCHS. This must be done no later than June 8, 2012, deadline for tuition payment for the 2012 – 2013 school year. This can be done in person or electronically. You will then go to the NCHS website and access the FACTS portal and begin the enrollment process. The Administrative fee of 3.9% will be included as part of the monthly payment.
- 2. How do I pay the Class Mandatory Fees or any other fees (i.e. ID's)?** The class mandatory fees will still need to be paid separately to the business office either in person or by credit card no later than June 8, 2012. During the school year, other fees (i.e. ID's) will need to be paid directly to the Business Office.
- 3. Can I pay a portion of the tuition by check/cash and the remaining amount through the NCHS Tuition Payment Option?** Absolutely, simply pay the check/cash amount at the Business Office, no later than June 8 2012, sign the Terms and Agreement form, and then go online to enroll in FACTS for the remaining balance.
- 4. When will the funds be withdrawn from my bank account?** While FACTS transacts each payment on the date you have specified, it is your financial institution that determines the time of day the payment is debited. NCHS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.
- 5. How will I be notified of my payment information?** Once your agreement is posted to the FACTS system and NCHS enters the net tuition amount, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to *Consumer Portal Account*. You will receive a reminder email 5 days prior to the upcoming payment and have the option to change payment method or pay ahead online at any time.
- 6. How do I use my user ID and Password?** To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should inquire online through the *Consumer Portal Account* or call into FACTS inquiring about your NCHS Tuition Payment agreement, you will be required to verify your FACTS Access Code
- 7. What happens if FACTS attempts to process my payment and there are not enough funds in my account?** Should an automatic bank payment or credit card payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account. You will be notified by FACTS of the returned payment via e-mail or postal mail. The payment will be reattempted approximately 15 days later. If unexpected circumstances arise, please contact the NCHS business office 2 business days prior to payment to discuss a change to your upcoming payment.
- 8. What happens if my payment is late?** If your scheduled payment is made more than 5 calendar days after your scheduled payment date, NCHS will assess a \$30 late fee. This late fee will be added to your FACTS agreement and will show up on line through your *Consumer Portal Account*.

We Look Forward to Serving You!

Nolan Catholic High School looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. Should you have any questions regarding this plan, please contact the school business office at (817)395-0252 or FACTS at (866)441-4637.