



TUITION PAYMENT PLAN SETUP INSTRUCTIONS

For monthly payments, families enroll with FACTS Tuition Payment Plans for payment plans before June 3, 2024.

Returning families will use their existing FACTS login. The information for the prior year has rolled over. If you want changes to the setup, contact the finance office.

New families will create a new account.

This is the same account used to applied for financial awards.

- a. Go to www.toltoncatholic.org,
- b. Select “Admissions” Tab,
- c. Select “Financial Aid & Payment Plan” from the drop down
- d. Click on the red link in the middle of the page www.online.factsmgt.com.

MAKE SURE THE **2024-25 SCHOOL YEAR** IS SELECTED IN SET UP PAYMENT PLAN

ALL families must select:

- Number of months (12 is default = July 2024 to June 2025),
Families may request 10 or 11 months via business office
- Date of monthly withdrawal (5th or 20th)
- Bank or credit card information for the automatic payment. Please note, there is a % fee charged by FACTS for use of a debit or credit card. Other than the \$55 initial enrollment, there are no additional fees for checking or savings accounts.

After families are set up with an account, Tolton Catholic will enter the balance due from the enrollment forms. Families will then be notified of the monthly payment amount.

e. Enroll before June 3, 2024. Payments begin in July.

- f. FACTS has an annual \$55 fee to set up the monthly payment plan.
- g. If you need assistance, contact FACTS at 866-441-4637

Your payment method may be changed by contacting FACTS Tuition Management. A minimum of 10 business days is required to make changes or update your payment method.

If you have any questions please feel free to reach out to the Mrs. Lloyd at rlloyd@toltoncatholic.org