



TUITION & INCIDENTAL FEES

Deadline to sign up for the 2018-2019 school year: April 30th

Quincy Catholic Academy has partnered with FACTS Tuition Management to help us manage the tuition billing and collection process. The FACTS program provides a simple, convenient, secure and completely confidential method of payment.

With a FACTS Tuition Payment Plan, you can choose a convenient payment option to suit your needs. You may choose one lump tuition payment or smaller payments can be made throughout the year. This is not a loan program; there are no interest or finance charges. FACTS allows you to manage your family's tuition and other payments conveniently and flexibly.

New families will need to enroll in FACTS for payment of tuition and fees and incidental school charges. The set-up process is simple and includes a few easy steps.

HOW TO SET UP YOUR FACTS ACCOUNT

To set up your FACTS account use the web address: <https://online.factsmgmt.com/signin/3D6D5>

Click the 'Create a Username and Password' button to begin.

1. Enter your email address
2. Click on "Create a new FACTS account"
3. Enter the requested demographic information and create a username and password. *Please leave the customer ID field blank.*
4. Enter the Student Information requested for each student you have enrolled at QCA. *Please leave the student ID field blank.*
5. Select a payment plan option.
6. Enter financial account information for making payments.
7. Review your account summary and click the 'Submit' button.

This will take you to the FACTS secure website where you will be guided through the process of setting up your personal account. Once your account is set up, our Business Office will apply the student's tuition and fees for the 2018-2019 school year. You will receive a confirmation letter or email from FACTS when your payment plan has been finalized. The confirmation notification will provide your balance and payment schedule. If you choose the 10 month payment plan, your payments will be processed automatically each month.

PAYMENT METHODS

Bank Payment (ACH) – ACH payments, our preferred method, are payments you authorize FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account .

Credit Card Payment* – Credit card payments are payments you authorize FACTS to process on your credit card. Only MasterCard, American Express and Discover are accepted.

Invoice (only available for incidental charges) – Invoices will be sent out 15 days prior to the payment due date. A check can be made payable to FACTS and mailed to:

FACTS Tuition Management
PO Box 2597
Omaha, NE 68103

***Credit card payments will be assessed a convenience fee of 2.85%.**

TUITION PAYMENT OPTIONS

When signing up for your tuition payment plan, you may choose from the following payment plan options:

- **Payment in full** – payment in full due by July 5th. Payments in full can be made by ACH or credit card.
- **Semester Plan:** Two (2) biannual payments through a FACTS tuition payment plan paid on the 5th or the 20th of July and November. Payments can be made by ACH or credit card.
- **10-month payment plan** – 10 monthly payments (July – April). Payment must be made by automatic ACH or automatic credit card payments. You choose your due date; either the 5th or the 20th of the month. If the payment falls on a weekend or holiday, the payment will be on the following business day. **To be eligible for the 10-month payment plan, you must enroll by May 15th.**

PEACE OF MIND INSURANCE

Parents and guardians have the option to purchase Peace of Mind tuition insurance for \$20. The purpose of this insurance is to cover any outstanding tuition balance incurred following the death or disability of the responsible payer within the school year.

INCIDENTAL FEES

All payments to the school for any incidentals that arise during the school year such as field trips, lunch orders, athletics, the extended day program, and after school clubs will be made through FACTS. **We do not accept checks or cash at the school for incidental payments.**

Should you incur an incidental fee from QCA, you will receive an invoice from FACTS that gives you the option to choose the payment method that works best for you with each payment. These fees must be paid in full at the time the invoice is received, as they will not be automatically deducted from your FACTS account (unless you choose the AutoPay option).

AUTOPAY (FOR INCIDENTAL FEES)

Families can elect to have payments for incidental fees automatically drafted from their financial institution, while still having the opportunity to review the invoices ahead of time. Your bank account or credit card will be charged automatically on the due date. If you do not enroll in “AutoPay” you will be responsible for paying your bill on time. *Late fees may apply for payments not received by the due date.*

RETURNED PAYMENTS

Should an automatic bank payment or credit card payment be missed, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account. You will be notified by FACTS of the missed payment via mail or email.

CONTACT INFORMATION

For questions concerning your FACTS account, contact FACTS customer service at (866) 441-4637. For questions concerning tuition and other related charges, contact Angela Miller at (617) 328-3830 or angela.miller@quincycatholicacademy.org