



Holy Family Catholic School

Challenging the mind. Inspiring the heart.

FACTS Incidental Billing Program

Holy Family Catholic School has moved to a new online Incidental Billing Program using FACTS Management Company. By enrolling in the FACTS Management payment plan for tuition, each family is now set up to receive Incidental Invoices for a variety of fees throughout the school year. Some of these fees might include milk, school supplies, art fees, athletic fees, field trips, etc.

Incidental Invoices

The first Incidental Invoice was issued for **School Supplies** for the 2011-2012 school year. If you elected to receive email notifications when you set up your user account with FACTS, you will have received an email with a link to your family's Incidental Invoice. If you elected to receive paper notifications, you will be receiving a paper invoice to the address on your FACTS account. Payments for School Supplies are due on or before July 29, 2011. You have the option of paying this invoice electronically via your FACTS account, sending a check directly to FACTS, or dropping off a check made payable to HFCS in the school's business office.

There are some invoice situations where you will need to go online and select your choices to be invoiced, such as **Milk Orders**. On July 1, the first semester milk order workflows were turned on by FACTS so that you can go online, sign up for each student in your family's milk choice for the first semester only. There will no longer be any milk forms distributed as in past years. All milk orders will be placed through the FACTS Incidental Billing Program. After you have made your milk selection(s), HFCS's business office will send you an invoice through FACTS for your order. You again will have the option of paying this invoice online via FACTS, sending a check directly to FACTS, or dropping off a check made payable to HFCS in the school's business office.

Please watch the HFCS e-Newsletters for updates on various Incidental Invoice deadlines for such activities as Athletics and PSIA. There will continue to be permission forms that will be needed to be sent into the office for such activities like Athletics, PSIA, and Field Trips. However, you will not be sending in your check with these permission forms. Instead, all payments will be made through the FACTS Incidental Invoice system by electronic payment or by paper check as described above.

Payment Procedures

If you elected to receive notifications by email, you will simply click on the link provided in the Incidental Invoice email. This link will take you directly to the sign in page of your FACTS account. Once signed in, you will be able to view the Invoice Summary page, look at individual invoice details, view your transaction history, and make a payment. When you click on the Payment Options link, you can choose either to pay the invoice immediately (Pay Now button) or set it up to pay on the due date (Enroll in Invoice Auto Pay Option button). If you set up a financial account with FACTS when you set up your tuition plan, that account will be located in the drop down list. You will also have the option to add an account if you choose to pay for any Incidental Invoice with a different account than what is already on file with FACTS. You will then read and accept the terms and conditions of the payment and click the Submit button. A confirmation page will be displayed and you have the option of printing it out. Please be aware that if you select the Pay Now option, your payment will be immediate and it cannot be stopped once submitted.

If you have elected to receive notifications by regular mail, you will simply follow the detailed instructions included in the paper invoice for your payment options. You always have the option of changing your mode of notification by selecting the Notification Settings on your Profile page.

Flexibility

Families can go online to their FACTS account at any time to check their Incidental Invoices, their tuition payment plan, make payments, change their financial accounts, update their billing information, etc. We hope that you will see the benefits of this new online Incidental Invoice Program and take full advantage of all the features it provides.

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