



## FACTS – Incidental Billing Program

Holy Family Catholic School uses an online Incidental Billing Program provided by FACTS Management Company. By enrolling in the FACTS Management payment plan for tuition, each family is set up to receive Incidental Invoices for a variety of fees throughout the school year. Some of these fees might include PA membership, yearbook, art fees, athletic fees, field trips, etc.

### Incidental Invoices

The first Incidental Invoice will be in early August for school supplies. If you elected to receive email notifications when you set up your user account with FACTS, you will receive an email with a link to your family's Incidental Invoice. You will have the option of paying this invoice electronically via your FACTS account, or sending a check directly to FACTS for the payment.

Please watch the Holy Family Catholic School weekly e-newsletter for updates on various Incidental Invoice deadlines for such activities as athletics and school events. There will continue to be authorization forms that will be needed to be sent into the office for such activities like athletics and field trips. Other things that will be billed by incidental billing include Parent Association dues, student activities and end of year obligations. In addition, families can participate in the Choir of Angels annual appeal through FACTS. 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 have set up a financial account with FACTS when setting up your tuition plan, that account will be located in the drop down list along with 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 online Incidental Invoice Program and take full advantage of all the features it provides. If you have any questions regarding any of this information, please contact Christine Carter in the Business Office or via email at [ccarter@holyfamilycs.org](mailto:ccarter@holyfamilycs.org).