



## Online Enrollment

# FACTS Information and Instructions

St. Augustine requires each family to set up a FACTS account as part of enrollment. FACTS is used to bill and to pay tuition, fees, and expenses.

To set up your FACTS account, you will need bank account or credit/debit card information for your payment method:

- Checking or savings account
  - account number
  - routing number
  - bank name
  - name on account
- Credit or debit card
  - card number
  - cardholder name
  - expiration date
  - the billing address (if different from the address used on your FACTS account)

After you enroll, you can have the “auto-pay” feature removed by contacting the Financial Aid Department as soon as possible at (520) 751-8300 or [financialaid@staugustinehigh.com](mailto:financialaid@staugustinehigh.com).

### Tips and Information

- If you have any questions while reviewing or updating your FACTS account, please call FACTS directly for assistance at 1-866-441-4637.
- You can input up to three email accounts for notifications from FACTS to alert you of charges.
- If you are setting up a FACTS account for the first time, FACTS will automatically fill several fields for you using the information you entered for Parent/Guardian One on the Household page of the enrollment packet.

### Will you have two or more students attending St. Augustine in 2018 – 2019?

Set up your FACTS account for the first student. When asked to list your student, individually add ALL your St. Augustine students. You should not need to take any action on this page when you complete the packet for your second student (or third, etc.).

### Have you used FACTS at a previous school?

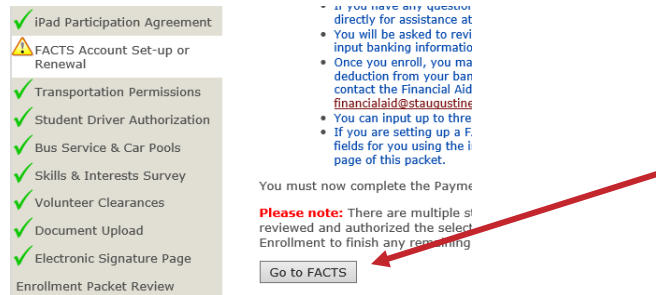
You can use the same username and password to access your FACTS account when completing online enrollment for St. Augustine. You will need to add your student(s) to the St. Augustine school.

### Do you have another child who will be a student at a different school? Does that school use RenWeb?

Each time you access your FACTS account, you will have the option to choose which student/school information you would like to review.

## Step-by-Step Instructions

1. In Online Enrollment, go to the “FACTS Account Set-up or Renewal” page.



2. Click on the “Go To FACTS” button. The browser will open the FACTS sign-in page.



## St Augustine High School

**Welcome to St Augustine High School!** Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. The plan(s) listed below are offered by your school.

**Monthly Payments:**  
Spread your tuition balance over monthly installments.

**Semi-Annual Payments:**  
Pay your tuition in two installments.

**Payment in Full:**  
FACTS is a quick, secure method for paying your tuition balance in full.

**Payment Methods Offered:** *Credit Card, Automatic Bank Draft*

*Please note, payments made through a credit card are assessed an additional 2.85% charge for processing.*

**Simple Steps to Enroll in a Payment Plan Online:**  
1. You will first need to create an online account.  
2. Then click on the “**Set Up a Payment Plan**” link.  
3. Select the school year for which you will be paying.  
4. Complete the steps as prompted.

The screenshot shows the FACTS sign-in interface. It has a 'Sign In' section with 'Username' and 'Password' input fields. Below these is a green 'Sign in' button with the text 'Sign in using your e-mail' next to it. Underneath the button is a blue link that says 'Forgot Username / Password?'. Below the sign-in section is a 'New Account' section with a blue link that says 'New user? Create an online account.' and a dark gray button that says 'Create a username & password'. Three red arrows point to these elements: arrow 'a.' points to the 'Sign in' button, arrow 'b.' points to the 'Forgot Username / Password?' link, and arrow 'c.' points to the 'Create a username & password' button.

[Having difficulties? Check our FAQs.](#)

3. On the FACTS sign-in page, do one of the following:
  - a. If you have an existing FACTS account and you know your username and password, enter them and click the green “Sign in” button.
  - b. If you have an existing FACTS account, but you cannot remember your username or your password, click on the blue text under the green “Sign in” button, “Forgot Username / Password?” Follow the instructions to recover your username, your password, or both. You will need to know the email address you entered when you set up the account.
  - c. If you do not have an existing FACTS account, click the dark-gray button, “Create a username & password”. Follow the instructions to create your username and password and then log in.

## Online Enrollment: FACTS Information and Instructions

The screenshot shows the FACTS dashboard. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. A user is signed in. The main content area is titled 'Hello' and features a 'Payment Plan & Billing' section. This section displays a current balance of \$0.00 for the 2016-2017 school year. Below this, there is a table with columns for '2016-2017 SCHOOL YEAR' and 'AMOUNT DUE'. The amount due is \$0.00. At the bottom of this section, there is a link that says 'Set up a Payment Plan', which is highlighted by a red arrow. To the right of the 'Payment Plan & Billing' section, there are several options: 'Three e-mail addresses on file', 'Register to receive text alerts on your mobile phone', and 'Add an Authorized Party'.

4. Once you log into FACTS, you will see the opening page, which is a dashboard or summary of your account. At the bottom of the left column, click on the blue text, “Set up a Payment Plan”.

The screenshot shows the start page for St. Augustine High School. At the top, it says 'St Augustine High School' and '2017-2018 School Year'. Below this, there is a 'Please select a term' section with a radio button selected for '2017-2018 School Year'. The main heading is 'Welcome to St. Augustine High School!'. Below this, there is a paragraph: 'We are pleased to offer you a convenient, online method to enroll for your payment plan with FACTS. If you have questions regarding your tuition payments, please contact St. Augustine High School at 520.751.8300. If you have questions regarding the set-up process, please contact FACTS at 866.441.4637.' At the bottom, there are two buttons: a green 'Begin' button and a grey 'Cancel' button. A red arrow points to the 'Begin' button.

5. The browser will open the start page for setting up your tuition payment plan at St. Augustine. Click on the green “Begin” button.

## Contact Information

### Family Information

The screenshot shows a form titled "Family Information" with the following fields and options:

- Name:** Tucson, AZ, United States, (520) (520) (520). A blue "Edit" link is located to the right of the address, with a red arrow pointing to it.
- E-mail Addresses:** @gmail.com, @aol.com, @gmail.com.
- Please send me e-mail payment reminders [Details](#)
- Use e-mail for correspondence
- E-mail correspondence will be sent to all e-mail addresses provided

A red arrow points from the bottom left of the form to the "Next" button in the navigation bar at the bottom. The navigation bar contains four buttons: "Back", "Next" (highlighted in green), "Save & Exit", and "Cancel".

**I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).**

6. The next screen is "Contact Information." If this is a new account, enter your contact information (most of the fields will autofill from Online Enrollment). If you have an existing account, review the information. To make updates, click on the blue "Edit" text.
7. When you finish with "Contact Information," click the green "Next" button. This will take you to the "Students" screen.
8. Click on the green "Add Student" button to enter the names of your students who will attend St. Augustine next year. For grade level, select the student's grade in 2018 – 2019. When you finish, click the green "Save" button.
9. If you have more than one student at St. Augustine in 2018 – 2019, add EACH student to the account.

Payment Plan Options

Select a payment schedule Show: All Items Selected

Full Payment

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	1	July 2017	9th	22 Jun 2017	\$0.00

Semi-Annual Payment Plan

Select	Payment Method	Number of Payments	Payment Months	Allocation %	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	2	July 2017; December 2017	50% 50%	9th	22 Jun 2017	\$0.00

Monthly Payment Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	10	July 2017	9th 10th 20th	22 Jun 2017 28 Jun 2017 06 Jul 2017	\$0.00

Monthly Payment Plan (Scholarship Families Only)

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from • Bank Account • Credit Card	10	July 2017	9th 10th 20th	22 Jun 2017 28 Jun 2017 06 Jul 2017	\$0.00

ESA Scholarship Plan

Select	Payment Method	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	4	September 2017 November 2017 February 2018 April 2018	9th 10th 20th	24 Aug 2017 29 Aug 2017 07 Sep 2017	\$0.00

10. When you finish entering your students, click the green “Next” button. This will take you to the “Payment Plan Options” screen.
11. Select a payment schedule.
  - No Financial Aid
    - Full Payment: one payment in July 2018.
    - Semi-Annual Payment Plan: two payments in July and December 2018.
    - Monthly Payment Plan: 10 payments beginning in July 2018
  - Financial Aid
    - Monthly Payment Plan (Scholarship Families Only): Under this plan, we will bill you \$50 in both July and August. Once all your scholarships are received, the remaining balance will be divided equally across the remaining eight months (September through April).
    - ESA Scholarship Plan: Select this plan ONLY if you will use an ESA Scholarship.
12. Once you select your tuition payment schedule, click the green “Next” button. This will take you to the “Payment Details” screen.

## Payment Details

Please enter your primary financial account for payments

Pay using ⌵ ?

- Select --
- Add Bank Account --
- Add Credit Card --
- Bank of America - 1234

The following processing fees may apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method.  
Card transactions for St Augustine High School are processed by  
FACTS Management Company, USA.

Back Next | Cancel

13. On this screen, you will enter or select your primary financial account for payments. If this is an existing account and you want to continue using your current payment method, select that method from the drop-down field “Pay using.” If this is a new account or you want to use a new method of payment, select “Add Bank Account” or “Add Credit Card” from the drop-down field.

## Payment Details

Please enter your primary financial account for payments

Pay using ⌵ ?

Card transactions for St Augustine High School are processed by  
FACTS Management Company, USA.

**Incidental Expenses**  
Incidental expenses may be billed separately. These payments will be automatically processed from the account above.

**Peace of Mind (POM) Benefit**

The POM Benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70. The non-refundable fee for this benefit is \$17.00. You will be automatically reenrolled in POM each consecutive year you have a FACTS Payment Plan Agreement.

Yes, please enroll me in the POM benefit

Back Next | Cancel

14. After you select your payment method, the screen will change and bring up the “Peace of Mind (POM) Benefit” information. If you would like to pay for this option, click the box “Yes, please enroll me in the POM benefit.” If not, leave it blank. Click the green “Next” button to go to the “Payment Schedule” Screen.
- This is an insurance plan for the financially responsible parent/legal guardian or spouse. If one of these people were to pass away during the school year, any remaining tuition balance would be covered under the insurance policy.

NOTE: If you select this option, the \$17.00 annual fee will be billed to your account within 14 days. Once selected, it will renew automatically each year. This is through FACTS and is not a St. Augustine policy.

### Payment Schedule

What day do you want the future scheduled payments to be on?\*

[- Select --  
-- Select --  
5th  
10th  
20th] [Cancel]

- 15. On the “Payment Schedule” screen, click in the drop-down menu to select the day of the month you would like to pay your tuition payment.

### Payment Schedule

What day do you want the future scheduled payments to be on?\*

5th

#### Future Payment Schedule

Payment Date	Description
Wednesday, July 05, 2017	Payment
Monday, August 07, 2017	Payment
Tuesday, September 05, 2017	Payment
Thursday, October 05, 2017	Payment
Monday, November 06, 2017	Payment
Tuesday, December 05, 2017	Payment
Friday, January 05, 2018	Payment
Monday, February 05, 2018	Payment
Monday, March 05, 2018	Payment
Thursday, April 05, 2018	Payment

Card transactions for St Augustine High School are processed by FACTS Management Company, USA.

[Back] [Next] | [Cancel]

- 16. Once you select your payment schedule, the screen will display a schedule of your payments. Notice that some of the dates are not on your payment day. This is because the payment day falls on a Saturday, Sunday, or bank holiday. FACTS moves the date to the next non-holiday weekday. Click the green “Next” button to go to the “Review & Authorize” screen.



## Review & Authorize

[FACTS Returned Payment Fee Policy](#)

The payment amount will be available once your institution finalizes your payment plan agreement.

Payment Method  
Bank of America - 1234  
[\(Change\)](#)

I have read and accept the [terms and conditions](#) of this payment plan

[Back](#) [Continue RenWeb Enrollment](#) [Cancel](#)

Once submitted you will have the option to print this agreement from your FACTS account history.

**SPECIAL NOTE REGARDING FINANCIAL AID:** Please do not assume your balance will automatically be adjusted if you receive financial aid or a class or service is added or dropped. You should review your Agreement balance online or contact your Institution.

I have read and accept the terms and conditions of this payment plan

[Back](#) [Continue RenWeb Enrollment](#) [Cancel](#)

17. On the “Review & Authorize” screen, review the information summary. If everything is correct, at the top or the bottom of the screen, click the box “I have read and accept the terms and conditions of this payment plan” then click the green “Continue RenWeb Enrollment” button.
18. The browser will re-open the Online Enrollment packet on the “FACTS Account Set-up or Renewal” page. Don’t forget to click “Save.”