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ENROLLMENT INFORMATION

Bishop Foley Catholic High School uses the FACTS Payment Program as its tuition management provider. All tuition is billed and paid through this program, regardless of the payment option selected. **All** families must enroll in the FACTS program at the time of registration. There is only one enrollment per family. If you had a student at Bishop Foley in the 2011-2012 school year and you were enrolled in FACTS you do **NOT** need to re-enroll. If you wish to make changes to your bank information or elect the Peace of Mind Protection you may log in to your account and change your selections. Only your tuition responsibility is paid through FACTS. All other charges will be billed by the school independently.

Your payment options are:

Option 1	Single Installment – One payment due no later than July 1st.
Option 2	2 Installments - Consists of two equal payments: June and November
Option 3	10 Installments- Consists of ten equal payments: June - March
Option 4	11 Installments- Consists of twelve equal payments: May - March
Option 5	12 Installments – Consists of twelve equal payments: April - March

You may elect to have your payments automatically deducted from your checking or savings account or to receive monthly invoices. When selecting your payment method option please keep in mind that once enrolled in the FACTS program you cannot change the payment method option.

Automatic Bank Payment	Also referred to as (ACH) – This is the automatic deduction of the tuition payment from your savings or checking account. You have the option of the auto-debit occurring on either the 5th or the 20th of each month.
Invoice	Invoice – Monthly statements are mailed to you. The due date is the 1st of the month . A minimum of 7 days is required for posting of all mail-in payments.

Enrolling in FACTS is easy and is done on-line. Simply follow the steps below:

- Step 1:** Log onto the Bishop Foley Catholic High School web site www.bishopfoley.org.
- Step 2:** Go to the Admissions Tab at the top of the Home Page. One of the drop down options will be “FACTS enrollment.”
- Step 3:** Click on the link. You will be taken to the FACTS Payment Plan Enrollment page. Follow the directions on this page.
- Step 4:** Complete the Enrollment Form.
- Step 5:** Submit your FACTS Enrollment Application.
- Step 6:** Print a copy of your completed enrollment form for your records.

If you have any questions about the FACTS enrollment process, click on the help button at the top of the screen or feel free to call the FACTS technical department at: (800) 624-7092.