

Setting up a FACTS Payment Plan

- 1) Go to our St. Patrick School's website WWW.SAINTPATS.ORG and select the **FACTS information link** under the **Parent's Tab**. On the welcome page click the appropriate option: "Create a username & password" or "Sign in":

St Patrick Catholic School

Welcome to St Patrick Catholic School!

We are pleased to offer FACTS Grant & Aid Financial Needs Assessment and the ability to Set up a Payment Plan online.

Simple Steps to Apply for Financial Aid or Set up a Plan:

1. If you are an **existing FACTS user**, please Sign In.
If you are a **new FACTS user**, please create an online account.
2. Then click on the **Start Application** or **Set up a Payment Plan** button.
3. Select the school year for which you will be applying/paying for.
4. Complete the steps as prompted.

Have an account?
[Sign in now.](#)

Sign in

New Account
[New user? Create an online account.](#)

Create a username & password

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

If creating a new account:

- You will be prompted to enter your email address to validate that a user account does not already exist and then you will be able to select **Create a new FACTS account**.
 - Enter your demographic information (name, address, email, phone number).
 - Create a user name, password, and select security questions.
- 2) Once signed in, select **Set up a Payment Plan** and then **Begin**.
 - 3) Contact Information: Review the information and choose a correspondence method.
 - 4) Students: Each student included in the payment plan must be added. Click **Next**.
 - 5) Plan Options: Select a payment plan and click **Next**. *Note information about possible fees.*
 - 6) Payment Details: Enter your financial account information.
 - 7) Payment Schedule: Select your payment date and review your schedule.
 - 8) Review & Authorize: You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click **Authorize**.
 - 9) Thank you: Print or save your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with Saint Patrick School and FACTS.

You may contact a FACTS representative at (866)441-4637 with questions.