

# ST. PATRICK CATHOLIC HIGH SCHOOL

## PAYING REGISTRATION FEE AND SETTING UP TUITION PAYMENT PLAN THROUGH FACTS

Listed below are instructions for paying your registration fee and setting up your tuition payment plan through the secure FACTS website. If you have any questions during this process, you may contact FACTS at 866-441-4637, or you may contact our office at 228-702-0500.



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**STEP 1:** Click [here](#) to access the FACTS website for St. Patrick Catholic High School. On the welcome page click the appropriate option: “Create a username & password” or “Sign in.”

If you already have a FACTS account from one of our partner Catholic elementary schools, you may use the same account and will just need to click “Sign in.” If you have never had a FACTS account, please click “Create a username & password.”

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.

**STEP 2:** Once signed in, select **Set up a Payment Plan** and then **Begin**.

**STEP 3: Contact Information:** Review the information and choose a correspondence method.

**STEP 4: Students:** Each student included in the payment plan must be added. Click **Next**.

**STEP 5: Plan Options:** Select a payment plan and click **Next**. *Note information about possible fees.*

**STEP 6: Payment Details:** Enter your financial account information.

**STEP 7: Payment Schedule:** Select your payment date and review your schedule.

**STEP 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**.

**STEP 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 your school and FACTS.

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*Once you select your payment plan and pay the registration fee, you have completed the registration process for the 2019-20 school year. If you have any questions during this process, you may contact FACTS at 866-441-4637, or you may contact our office at 228-702-0500.*