



# HOLY TRINITY SCHOOL



**Westfield Campus ~ Kindergarten to Grade 8**  
336 First Street, Westfield, NJ 07090  
Ph. 908-233-0484 | Fax 908-233-6204

**Mountainside Campus ~ Age 2 to Kindergarten**  
304 Central Avenue, Mountainside, NJ 07092  
Ph. 908-233-1899 | Fax 908-654-6680

## Money Matters: An Overview

**Financial Payments to HTS for 2018-2019:** To increase efficiency, reduce administrative costs, and facilitate budgeting and reporting, Holy Trinity requires electronic payments for tuition, before/aftercare, and registration. If you have children in Catholic high schools (or many colleges), you may already be familiar with this process. If all goes as planned, we will be able to expand collections to almost all school activities.

Our processing agent is FACTS whom we have worked with for over 25 years.

FACTS will automatically roll-over currently registered families from year-to-year;

while new families will need to go to FACTS, set up a family account, and choose the payment method and schedule that best fits their needs. For convenience, a [FACTS](#) icon can be found on the front page of the school website.



**Payment method:** Choose automatic bank account deduction OR automatic credit card charge. (If you choose to pay by credit card, FACTS will add a convenience fee, currently 2.85%.)

Please be assured that neither FACTS nor the school will have direct access to or any knowledge about the status of your bank account. It is simply a pre-authorized bank-to-bank transfer of funds.

**Tuition Payment schedule:** [Automatic deduction or charge of a 10% non-refundable deposit on May 1<sup>st</sup>](#), and then choose between 1, 2, or 10 payment options:

- #1- If you pay your tuition in full by July 1st, you will receive a 2% cash discount and pay no set-up fee.
- #2- If you pay your tuition in two payments, half July 1st & half December 1st, you pay no set-up fee.
- #3- If you pay your tuition in 10 monthly payments (July – April), FACTS will charge a \$ 38 annual set-up fee.

- **FACTS charges a late fee of \$ 30.00** each time a withdrawal/payment is not made (for insufficient funds) as scheduled. A 2<sup>nd</sup> attempt will be made 15 days later, and if necessary, a 3<sup>rd</sup> (final) attempt 15 days after that.
- Each family will need a working email address that they actively monitor to receive electronic tuition payment reminders from FACTS. FACTS will send **email reminders** 5 days prior to each scheduled withdrawal date—no paper invoicing.



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1916-2016

If you have any questions about the safety, security, and compliance of FACTS, please click [here](#) or follow this link: <https://htisnjbeta.files.wordpress.com/2014/08/facts-safe-secure-and-compliant.pdf>

## ***Next steps:***

***If you are already on FACTS***, you will receive an email from FACTS advising you that your current information (family, banking, payment schedule and Peace of Mind selection) will be rolled into the 2018-2019 plan. After you receive the rollover email, please advise Suzanne Iannelli of any changes you would like to make for 2018- 2019. ***If we do not hear from you, we will assume your rollover information is correct, and will process the 10% non- refundable tuition deposit on May 1<sup>st</sup>, and then the balance of the tuition according to the payment plan you have specified in FACTS.***

***If you are new to FACTS***, please go to ***FACTS*** at <https://online.factsmgt.com/signin/3JYJV>, set up your family account, choose your payment method and schedule for 2018-2019. The \$ 150 application fee will be processed 10 days after you register with FACTS.

Once acceptance is agreed to by both parties as detailed in the acceptance letter, ***the 10% non-refundable tuition deposit will process on May 1,*** and then the balance of the tuition according to the payment plan you have chosen in FACTS.

***If you are applying late and have missed the May 1<sup>st</sup> deposit deadline, your application fee will process 10 days after you set up your FACTS account, the 10% non- refundable deposit will process as specified in your acceptance letter, and the balance of the tuition according to the payment plan you have chosen in FACTS.***

As FACTS uses EMAIL to remind parents about scheduled payment withdrawals (no paper invoicing), ***please be aware that every family will need to have a working email address that they monitor on a regular basis.***

Please contact Suzanne Iannelli at [siannelli@htisnj.com](mailto:siannelli@htisnj.com) or 908-233-0484 if you have questions or concerns.

The Tuition and Schedule of Fees for 2018-2019 will be available shortly. If all goes as planned, we should be able to extend this payment tool to almost all school activities.

Sincerely,



Sr. Maureen Fichner