



# HOLY TRINITY SCHOOL



Pre-K to Grade 8

336 First Street, Westfield, NJ 07090 | [holytrinityschool.org](http://holytrinityschool.org) | Ph. 908-233-0484 | Fax 908-233-6204

## Money Matters: An Overview

**Financial Payments to HTS for 2020 -2021:** To increase efficiency, reduce administrative costs, and facilitate budgeting and reporting, Holy Trinity requires electronic payments for tuition, before/aftercare, registration, enrichment programs, and sports, etc. If you have children in Catholic high schools (or many colleges), you may already be familiar with this process.

Our processing agent is FACTS whom we have worked with for over 28 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 in July, you will receive a 2% cash discount and pay a \$15 annual fee.

#2- IF you pay your tuition in two payments, half July & half December, FACTS will charge a \$ 15 annual fee.

#3-If you pay your tuition in 10 monthly payments (July – April), FACTS will charge a \$ 45 annual 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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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 2020-2021 plan. **A 10% non-refundable tuition deposit will process 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 want to change your payment plan at any time, please contact the school office.

***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 2020-2021. The \$ 175 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@holytrinityschool.org](mailto:siannelli@holytrinityschool.org) or 908-233-0484 if you have questions or concerns.

The Tuition and Schedule of Fees for 2020 – 2021 is posted on the school website.

Dr. Adele Ellis



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