



## FACTS REGISTRATION

### New Holy Infancy Family

After registering at Holy Infancy School, you need to create an online account with FACTS Management for processing your child(ren)'s Holy Infancy School tuition payments.

To create a FACTS online account, go to <https://online.factsmgmt.com/>

Create a new account using a username & password.

When you have created an account, you must:

- Set up a payment plan.
- Select a payment plan option.
- Enter payment details - account to be used for payment (checking or credit card/check card).
- Always log off when finished to protect your personal and financial information.

### Existing Holy Infancy Family

If you are registering for a new school year, you **DO NOT GET A NEW ACCOUNT**. Your information will be transferred to the new school year.

You will need to update payment details and provide financial information for scholarship applications.

Always log off when finished to protect your personal and financial information.

### Scholarship application

To be considered for any scholarships, which are based on financial need of the family, you must:

1. Complete the FACTS registration and select a payment plan.
2. Complete the Grant and Aid application in FACTS. **This data must be entered as soon as possible to ensure funding is available.**
3. Submit, as required, tax returns and forms (upload in FACTS).
4. Verify that all forms were received. Your application should read "Completed" when you log into FACTS.
5. Have **no prior year tuition balance remaining at the end of the current school year.**

Preliminary scholarship awards will be provided as soon as all applications have been completed. If you need assistance setting up your FACTS account and completing your Financial Aid application, please make an appointment with the FACTS manager to come to the school office. You must bring in a copy of your filed Federal Income Tax 1040 and W-2.