FINALSITE/FACTS INSTRUCTIONS

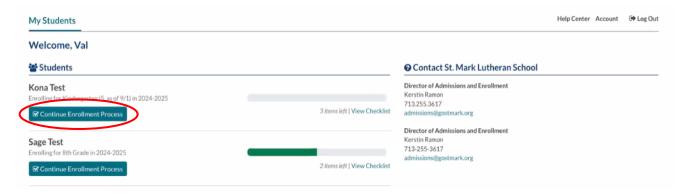
Finalsite: Enrollment and tuition agreements
FACTS: Billing and payments
Steps must be completed for each enrolled student.

FINALSITE WALKTHROUGH

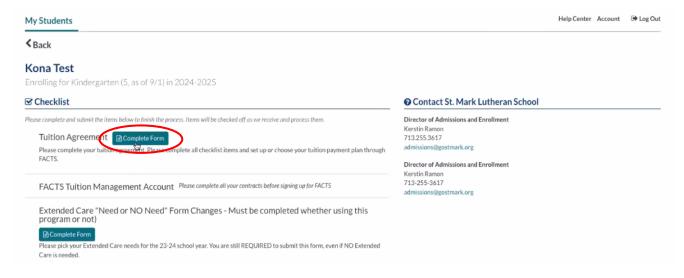
Sign in to Finalsite to begin.

Email	
gkullman@stmarkhouston.org	
Password	
•••••	Show %
Remember me	Forgot your password? Resend verification email?
Sign In	

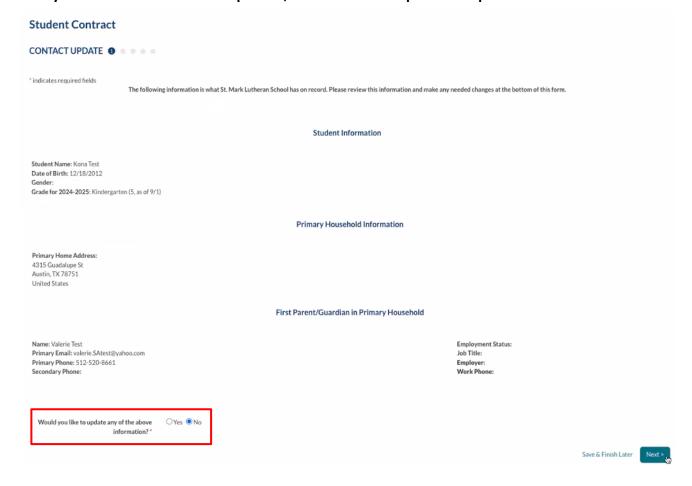
Click the Continue Enrollment Process button.



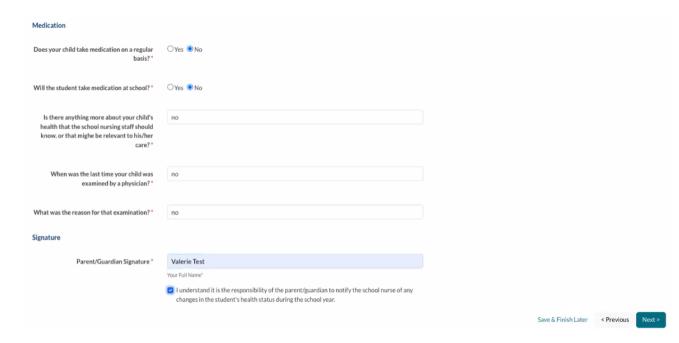
Under Tuition Agreement, select the Complete Form button to access your student agreement.



Review contact information to ensure accuracy. If any information needs to be updated, select *Yes* to complete the update.



Ensure all medical information is up to date.



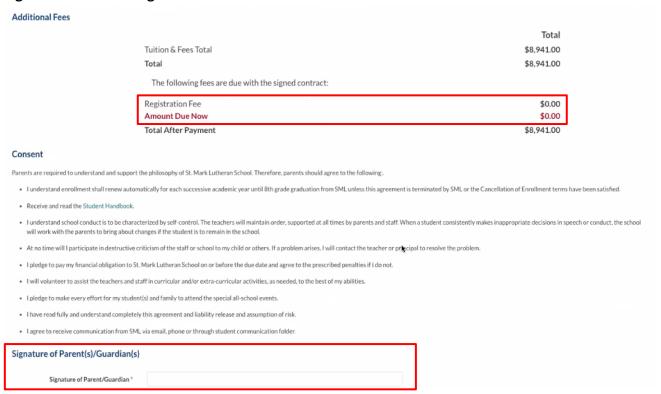
Review tuition information.



*This reflects your net tuition total only.

Deferral fees, which are 2% for the semi-annual payment plan and 5% for the monthly payment plan, will be factored in once you select a payment plan in FACTS. Any tuition assistance will be added to your FACTS account prior to the first payment due date in July.

Sign and submit the agreement.



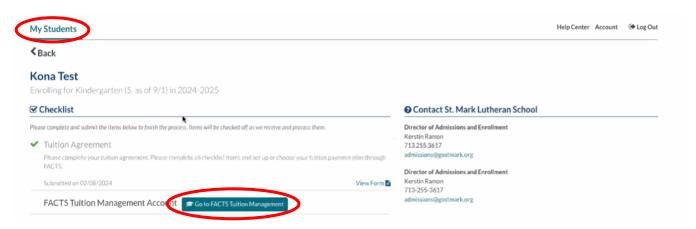
Registration Fee/Amount Due Now:

New students are required to submit the registration/enrollment fee to finalize the contract.

Returning students are billed the annual enrollment fee in February via FACTS. Students transitioning from the Early Childhood program to PK3 will submit the enrollment fee when finalizing the agreement.

All contracts must be signed before proceeding to FACTS to set up payment plan and details.

Once all tuition agreements are signed, return to My Students and select the Go to FACTS Tuition Management button.



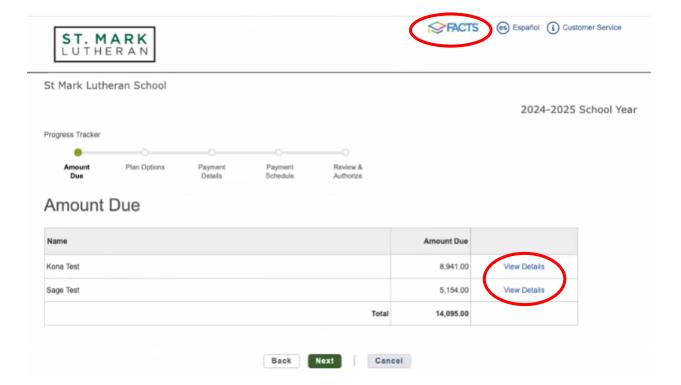
***You can only select the** *Go to FACTS* **button once before it will no longer be available in Finalsite.** Your tuition details will transfer and be accessible directly from FACTS going forward.

FACTS WALKTHROUGH

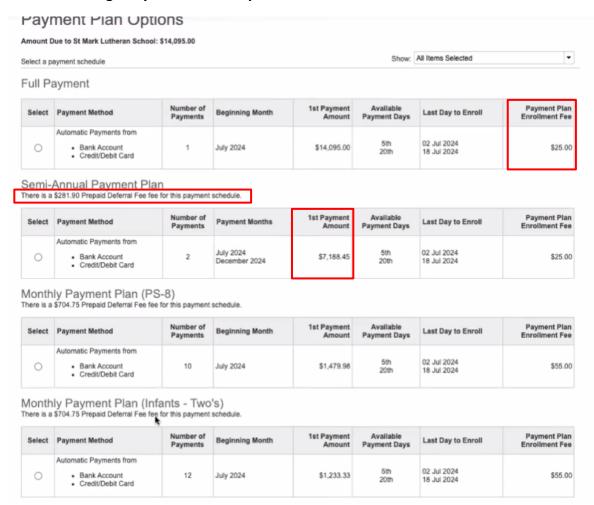
St. Mark uses FACTS to manage billing and payment plans for tuition and other incidental charges (e.g., Extended Care, Success Center, class trips, late fees, etc.)

If this is your first time using FACTS, you will be prompted to create an account.

Select *View Details* to see a student's tuition and fees. The registration fee/payment will also be reflected in your FACTS account history for new students.

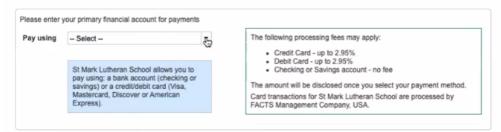


Under *Payment Plan Options*, you will find the deferral fees associated with each payment plan and the fees charged by FACTS to set up the account.



Select your payment date (5th or 20th of the month) and payment method. Payment schedule will be available once these selections are made.

Payment Details



If you need to change your financial account details, you must contact FACTS directly at 866 441 4637. St. Mark Lutheran employees are not allowed access to this information for your financial security and privacy.

Finally, review and authorize your FACTS payment plan. Sign in to FACTS to view your account history when needed.