

Hello Nativity Families!

New to the 2021/2022 academic school year we introduced an online payment system called FACTS. All current families have an account. However, not all families have been paying through FACTS. Paying through FACTS is a requirement for the 2022/2023 school year and going forward.

The only payments we are accepting on our school website currently are the 2022/23 Registration/Enrollment Fee, the 2022/23 Advanced Tuition for Pre-K and the 2022/23 Advanced Tuition for K-8<sup>th</sup> grade.

**Here are the steps to access your current FACTS account:**

- 1) Go to the school website. [www.nativityschool.net](http://www.nativityschool.net)
- 2) Select About Us
- 3) Select Admission and Tuition
- 4) Scroll to FACTS Tuition Management
- 5) Click the red highlighted word: **LINK**
- 6) Click Sign In if you have an account, all current families do. If you do not recall your username and password, you can recover your account via the email on the account.

**New families:**

**PLEASE CREATE YOUR FACTS ACCOUNT ASAP**

**We cannot apply your registration or tuition payments if you do not have a FACTS account.**

Follow above steps 1-5 and then create a new account. You must put in a form of payment before your FACTS account is fully set up. It can be a bank account, credit, or debit card.

If you are a current family or new family and are having trouble with your FACTS account, contact Catie Czora in the business office at 662-9339 ext.131.

We look forward to getting you set up on FACTS and believe you will find this to be a convenient way to stay updated with your child/childrens accounts.

Sincerely,

The Nativity Business Office