



Bishop Luers High School

Home of the Knights

FACTS Tuition & Management

How to apply On-line for FACTS Tuition Management

All families must enroll in FACTS Tuition Management

All families must have an account to have tuition payments drafted or invoiced by FACTS.

Instructions for signing up for FACTS:

- Go to the Bishop Luers website: www.bishopluers.org
- Click on FINANCIAL INFORMATION
- Under FINANCIAL LINKS, click on FACTS TUITION
 - o If you are currently enrolled on FACTS Management Tuition Payment Plan with Bishop Luers, you will automatically be re-enrolled.
 - o If your student is new to Bishop Luers and you have a FACTS Tuition account at a Diocesan elementary school, you will still need to sign up online at Bishop Luers to set up a new FACTS draft as we have a separate account than the elementary schools. You can use your current username and password from your elementary school FACTS account to set up your new account through FACTS for Bishop Luers.
 - o Click on NEW ACCOUNT to create a username and password.

Drafts can be made by credit card, or through savings or checking accounts. Payments can be semiannual, quarterly or monthly. It is your responsibility to provide your credit card, savings or checking account information.

The FACTS Management Tuition Helpline (24/7) is 1-866-412-4637. You may also contact the Bishop Luers business office for assistance – 260-456-1261 ext. 3026.

Please note: Once drafts are set, any parent request for changes to payments or draft dates require a change of status fee, payable to Bishop Luers High School, at the time of the request. **The first and second requests are \$10; the third and beyond are \$25.**

Contact Lori Price at (260) 456-1261 ext. 3026 or send email to lprice@bishopluers.org

"We are the Light of the World"