

FACTS Tuition Setup Directions

All new families and those families needing to make a change in their tuition payment option with **FACTS** must go online to setup an agreement with **FACTS** Tuition Management program. If your family does not have online access you may call the School Office about getting access at school. This is a contract and must be completed by the parents.

Beginning in 2013 all families who have previously paid all tuition completely up front in July to the school and wish to continue to making the up front payment at no charge must make their payment with **FACTS**. (Returning or Renewal families to **FACTS** who have no changes to their banking information and families need not go online.)

Step 1: Go online and locate the Ascension School web page at:
www.ascensionkettering.org/education-formation/ascension-school/



Step 2: Click on the **Tuition** link on the left hand menu of the school web page.

Step 3: To be reminded of the tuition for your family click on the link to the [Tuition Rates and Commitment Form](#)



Step 4:

Click on the **FACTS** icon on the Ascension Tuition Page.



Step 5: On the [Ascension School FACTS Page](#) click on Create FACTS Account and proceed to follow the prompts to begin setting up your agreement.

Step 6: Continue completing the information to set up your account.

Step 7: Review your information. Click to accept terms and conditions and then **Submit**. If you have trouble or any questions about the process you may call **FACTS** directly at 866-441-4637.

Thank you!