

**Cardinal Newman School**  
and  
FACTS Management, Inc.

**Enrollment in FACTS is only for those families who have not used FACTS Management at Cardinal Newman School in the past year.** Those families who are currently using FACTS must complete their Tuition Re-Enrollment Agreement and will be electronically re-enrolled in the program.

For new FACTS families, the enrollment steps are:

- ❖ Go to the Cardinal Newman School website - [www.cnhs.org](http://www.cnhs.org).
- ❖ Click on the Prospective Families Page.
- ❖ Click on Financial Information.
- ❖ In the middle of the page, click on the FACTS icon (Graduation Cap.) This will direct you to the FACTS Management Website where you will complete the enrollment process. You must have your checking or savings account information with you at the time of enrollment.
- ❖ After submitting enrollment information, the finance director from Cardinal Newman School will finalize the agreement with the tuition amount. The tuition will be determined based on the family Enrollment and Family Stewardship Agreements.
- ❖ Within 2 weeks of the agreement being finalized, FACTS Management will send a confirmation letter regarding the agreement, tuition balance and payment schedule.
- ❖ The non-refundable enrollment fee will be deducted from the tuition account within 2 weeks of the finalization of the agreement.

If you have any questions and need to speak with a representative from FACTS, you may reach them at 1-866-441-4637.

If you must make changes to your account during the school year, you must contact Meredith Patten, Finance Director, at (803)782-2814. Please note that Cardinal Newman School needs five (5) business days prior to a draft date to make any changes to an agreement.