



MERCY

CAREER & TECHNICAL
HIGH SCHOOL

Forging Futures with Faith and Focus

Mercy Tech's FACTS Management Account Set-Up

Do you have another student at Mercy Tech? **Stop!** If you do not, move to the next slide.

NOTE: In the event you have another student already enrolled at Mercy, please do not create a new account.

Call Mrs. Connelly in the Business Office at 215-226-1225 ext 121 for assistance.

Mercy Career & Technical HS

FACTS Español Customer Service

Mercy Career & Technical HS

2020-2021 School Year

LIVE HELP

Progress Tracker

Contact Information **Students** Plan Options Payment Details Payment Schedule Review & Authorize Thank You

Students

Student First Name	Student Last Name		
No records found			Add Student

Back | Next | Save & Exit | Cancel

FACTS Set-Up

Please hover your mouse over the **“Admissions”** tab and from the drop down tab, select **“Tuition Information”**

Then head to the following slide for further instruction.



Once in “Tuition Information” scroll down until you see this and select “Register for FACTS here”



CAREER & TECHNICAL
HIGH SCHOOL

Email Apply Now! PowerSchool Naviance



ABOUT ADMISSIONS ACADEMICS ALUMNI ATHLETICS CTE PROGRAMS GIVING STUDENT LIFE ACTIVITIES

APPLICANT MENU:

APPLY NOW

TRANSFER PROCESS

TUITION
INFORMATION

FINANCIAL
ASSISTANCE

MERCY REFERRAL
DISCOUNT

Tuition Information

Tuition and fee structure for Mercy Career & Technical High School (Mercy CTE) is similar to the Archdioceses of Philadelphia high schools. However, there is no additional fee for non-Catholic students or for our McAuley Program. The information below shows the cost for a freshman to attend Mercy CTE for the 2020 - 2021 school year. Our financial aid office works with each family to help them afford our tuition. We awarded 98% of Mercy CTE incoming families this year alone.

Tuition	\$7,395
Learning Materials Fee	\$180
Activity Fee	\$200
Fundraising Fee - 10 Week Club	\$330
Freshman One-Time Tech Fee	\$435
CTE Lab Fee	\$100
Full Tuition Bill	\$8,640

Tuition Contact Information

- **Judy Connolly**, Tuition Processing Manager - jconnelly@mercycte.org or 215.226.1225, ext. 121
- Please click [here](#) for a FACTS set-up tutorial. Haga clic [aquí](#) si habla español.
- FACTS Registration for Incoming Mercy Families and the 2021-22 Academic Year is Open!

REGISTER FOR FACTS HERE

Welcome to Mercy Career & Technical HS!

We are pleased to offer you a convenient, online method to set up a payment plan through FACTS.

Simple Steps to Enroll in a Payment Plan

1. If you are a **New FACTS User** please select "[Create a username & password](#)" to begin.
2. Then click on the [Set Up a Payment Plan](#) link.
3. Select the appropriate school year.
4. Complete the steps as prompted.

Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. If you would like to view the plans offered by your school please review the information below.

The plans listed below are offered by your school. Depending on the start and end date of each plan, they may not always be offered.

Have an account?

[Sign in now.](#)

[Sign in](#)

New Account

[New user? Create an online account.](#)

[Create a username & password](#)

Having difficulties? [Check our FAQs.](#)



If you would like to do your FACTS registration in Spanish, click on **Espanol.**

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Have an account?

[Sign in now.](#)

[Sign in](#)

New Account

[New user? Create an online account.](#)

[Create a username & password](#)

[Having difficulties? Check out FAQs.](#)

Clicking "here" will then bring you to this page where you will "create a username & password."

Enter your personal email address

Your email address will act as your Login to FACTS Management in the future.

Now select **“Next”**

Note: If it advises that you already have an account associated with that email you can select **“Need to create a new FACTS account.”** The next slide will tell you how to do that.



Create Account

Please enter your e-mail address.

E-mail Address*

Next

Cancel

Do not have an e-mail address?

Your email may already be used for a FACTS account

In the event you have or have had another FACTS account related to this email it will alert you.

In order to create a Mercy Tech account you have to select **“Need to create a new FACTS account?”**



Sign In

Welcome! Thank you for using FACTS.

Your e-mail address is already in use by another account in the system. Please sign into your account.

[Sign into your FACTS account](#)

[Need to create a new FACTS account?](#)



Proceed with entering your personal information

Continue by entering your name, address, email(s) and phone number(s).

Then select **“Next”**

Create Account

Contact Info

Name

Prefix	<input type="text" value="-- None --"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text" value="-- None --"/>

Address

Country*	<input type="text" value="United States"/>
Address Line 1*	<input type="text" value="Street Address, PO Box, Company Name, c/o"/>
Address Line 2	<input type="text" value="Apartment, Suite, Unit, Building, Floor, etc."/>
Add another address line	
City*	<input type="text"/>
State*	<input type="text" value="-- Select --"/>
Zip*	<input type="text"/>
Time Zone*	<input type="text" value="Eastern Time"/>

Set up your Login & Password

We suggest you use your email address as your **“Username”**

Please be sure to keep your login & password information in a safe place.

Sample Password **“Ryan2025\$”**



Create Account

Online Account Profile

Required fields are marked with a *

Username and Password

Username*

Password*

Confirm Password*

- ✓ Do not include spaces in your password
- ✗ Password must contain at least 8 characters
- ✗ Password must contain at least one letter
- ✗ Password must contain at least one number
- ✗ Password must include at least one special character: !@#\$\$%^&*()_+.
- ✓ Password must not have any invalid characters
- ✓ Passwords are case sensitive
- ✓ Password cannot contain the username

Continue by creating a 4 digit PIN ...

Here you will create a 4-Digit PIN # and answer two **“Telephone ID Questions”** - be sure to keep your PIN # with your Login and Password information.

Select **“Submit”**

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*	<input type="text"/>
Telephone ID Question 1*	<input type="text" value="-- Select --"/>
Question 1 Answer*	<input type="text"/>
Telephone ID Question 2*	<input type="text" value="-- Select --"/>
Question 2 Answer*	<input type="text"/>

|

Make your payment plan choices...

Here you will make your payment plan selection where you can select our most popular 10 month payment plan from July to April or you can consider a quarterly or semester plan. (Please know that the 10 month and quarterly plan comes with a \$42.00 enrollment fee for the year and the semester plan comes with a \$10.00 fee. In the event you are able to pay the full balance, there would be no fee.)

You can also register to receive text alerts to your mobile phone and input the name of another **“Authorized Party”** to give access to the account to another parent or family member.

Mercy Career & Technical HS

[Home](#) [My Profile](#) [Financial Accounts](#)

Hello Zzzryan



Payment Plan & Billing

[View Details](#)

Zzzryan ZzzKeller #5178307293

2020-2021 SCHOOL YEAR

[Set up a Payment Plan](#)



Zzzryan ZzzKeller



jconnelly@mercycte.org



[Register to receive text services on your mobile phone.](#)



Want to allow a friend or family member to pay toward your balance?

[Add an Authorized Party.](#)

Proceed with your Payment plan selection

Proceed by selecting **Begin.**

Mercy Career & Technical HS



You will be given an option for ACH (automatic payments) and the option of an INVOICE plan where you will pay your payment when you are ready.

Mercy Career & Technical HS

Welcome

Thank you for choosing to set up a payment plan. Click the **Begin** button to get started.

Please make your selection carefully.

Begin

Cancel

Proceed with review and edit of your information

Here you can double check that all of your information is correct. You can select **“Edit Details”** if needed.

After your review, select **“Next”** in order to make your payment plan selections.

If you select **“Save & Exit”** you will need to make your payment plan selection at a later date.

Mercy Career & Technical HS 2020-2021 School

Progress Tracker

Contact Information Students Plan Options Payment Details Payment Schedule Review & Authorize Thank You

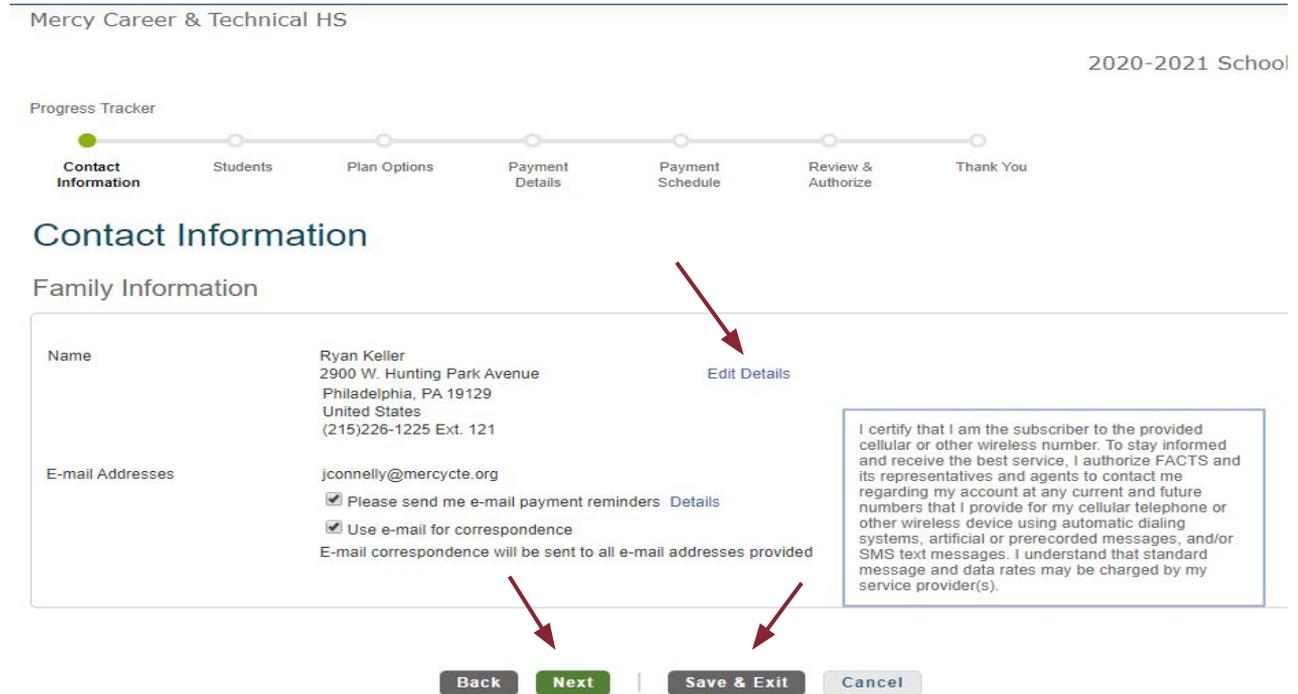
Contact Information

Family Information

Name	Ryan Keller 2900 W. Hunting Park Avenue Philadelphia, PA 19129 United States (215)226-1225 Ext. 121	Edit Details
E-mail Addresses	jconnelly@mercycte.org <input checked="" type="checkbox"/> Please send me e-mail payment reminders Details <input checked="" type="checkbox"/> Use e-mail for correspondence E-mail correspondence will be sent to all e-mail addresses provided	

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

[Back](#) [Next](#) | [Save & Exit](#) [Cancel](#)



Input your student's name and grade

Mercy Career & Technical HS

2020-2021

Progress Tracker



After the input of your student's name and grade, select **“Save.”**

Students

Student First Name	Student Last Name		
No records found			<button>Add Student</button>

Add Student

Please enter the information for EACH student included in this payment plan.

Student First Name*	<input type="text" value="Margaret"/>
Student Last Name*	<input type="text" value="Keller"/>
Grade Level*	<input type="text" value="9th"/>

Save

Cancel

In the event you are enrolling two students, you can input a second student then select **“Add Student.”**

Payment Plan Options for your review

Payment Plan Options

Full payment plan is a full tuition payment for the whole year.
(1 time payment)

Semester payment plan is two tuition payments for the whole year.
(2 time payment.)

More options on the following page.

Select a payment schedule

Show: All Items Selected

Full Payment Plan

Select	Payment Method	Down Payment	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	Required	1	July 2020	5th 20th	23 Jun 2020 08 Jul 2020	\$0.00
<input type="radio"/>	Invoice	Required	1	July 2020	5th 20th	10 Jun 2020 25 Jun 2020	\$0.00

Semester Payment Plan

Select	Payment Method	Down Payment	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	Required	2	July 2020 January 2021	5th 20th	23 Jun 2020 08 Jul 2020	\$10.00
<input type="radio"/>	Invoice	Required	2	July 2020 January 2021	5th 20th	10 Jun 2020 25 Jun 2020	\$10.00

Continued - Payment Plan Options for your review

Quarterly payments plan is quarterly tuition payments for the whole year.
(4 time payments)

Monthly payments plan is 12 tuition payments for the whole year.
(12 time payments)

After making your careful selection, you would then proceed by selecting **“Next.”**

Quarterly Payment Plan

Select	Payment Method	Down Payment	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	Required	4	July 2020 October 2020 January 2021 April 2021	5th 20th	23 Jun 2020 08 Jul 2020	\$42.00
<input type="radio"/>	Invoice	Required	4	July 2020 October 2020 January 2021 April 2021	5th 20th	10 Jun 2020 25 Jun 2020	\$42.00

Monthly Payment Plan

Select	Payment Method	Down Payment	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	Required	10	July 2020	5th 20th	23 Jun 2020 08 Jul 2020	\$42.00
<input type="radio"/>	Invoice	Required	10	July 2020	5th 20th	10 Jun 2020 25 Jun 2020	\$42.00

Sample image after “INVOICE” 10 pay plan selected

In the sample, we have selected the most common “**invoice**” 10 payment plan.

It will remind you that there is the \$42.00 fee. This fee would be included with your first installment and only charged once.

The screenshot displays a selection interface for payment plans. It is divided into two sections: "Quarterly Payment Plan" and "Monthly Payment Plan".

Quarterly Payment Plan

Select	Payment Method	Down Payment	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	Required	4	July 2020 October 2020 January 2021 April 2021	5th 20th	23 Jun 2020 08 Jul 2020	\$42.00
<input type="radio"/>	Invoice	Required	4	July 2020 October 2020 January 2021 April 2021	5th 20th	10 Jun 2020 25 Jun 2020	\$42.00

Monthly Payment Plan

Select	Payment Method	Down Payment	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card						
<input checked="" type="radio"/>	Invoice	Required	10	July 2020	5th 20th	10 Jun 2020 25 Jun 2020	\$42.00

An "Enrollment Fee" dialog box is overlaid on the interface, containing the text: "There is a nonrefundable enrollment fee to participate in the option you selected." The dialog has "OK" and "Cancel" buttons.

At the bottom of the interface, there are navigation buttons: "Back", "Next", and "Cancel".

Peace of Mind Benefit

This is an insurance product where the remaining tuition balance will be paid in the event that the tuition payer or their legal spouse were to pass away during the academic year.

Once this selection is made you can not reverse it and you will be enrolled each academic year. For the 20-21 year it is a once a year \$20.00 charge to be included in your first installment.

Mercy Career & Technical HS

Mercy Career & Technical HS

2020-2021 School Year

FACTS Español Customer Service

LIVE HELP

Progress Tracker

Contact Information Students Plan Options **Payment Details** Payment Schedule Review & Authorize Thank You

Payment Details

Peace of Mind (POM) Benefit

The POM Benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70. The non-refundable fee for this benefit is \$20.00. You will be automatically reenrolled in POM each consecutive year you have a FACTS Payment Plan Agreement.

Yes, please enroll me in the POM benefit

Back Next | Cancel

Select your desired payment day of the month

Mercy Career & Technical High School offers the option for your payment due date to be either the 5th of the month or the 20th of the month.

Please make your selection and select **“Next.”**

Progress Tracker



Payment Schedule

What day do you want the future scheduled payments to be on?*

-- Select --
-- Select --
5th
20th

Back Next Cancel

Review of Payment Plan schedule

Please note that any use of a credit or debit card to make your payment will incur a 2.85% fee.

We highly recommend that you utilize the free option where you can provide the routing number and account number from your desired bank account.

Tuesday, October 20, 2020	Budgeted Invoice
Friday, November 20, 2020	Budgeted Invoice
Monday, December 21, 2020	Budgeted Invoice
Wednesday, January 20, 2021	Budgeted Invoice
Monday, February 22, 2021	Budgeted Invoice
Monday, March 22, 2021	Budgeted Invoice
Tuesday, April 20, 2021	Budgeted Invoice

Invoice will be sent approximately 20 days prior to the due date shown.

The Enrollment Fee of \$42.00 will be included in the first scheduled invoice payment.

The following processing fees apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings account - no fee

Card transactions for Mercy Career & Technical HS are processed by FACTS Management Company, USA.

There is a Tuition Advance for Next Year payment scheduled for 05 Jun 2020 for this payment plan. [Click here for details.](#)

Back

Next

Cancel

Read, agree and “Authorize”

Please know that the Business Office can delete your account should your enrollment intentions change.

Once all your charges and credits are fully known they will be posted to your FACTS account and you will receive information regarding your exact monthly payment.

Information Details Schedule **Authorize**

Review & Authorize

FACTS Returned Payment Fee Policy

Invoices will be sent approximately 20 days prior to their due date.

I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)

[Back](#) [Authorize](#) [Cancel](#)

Contact Information [Change](#)

Name/Address	Mr. Ryan Keller 2900 W. Hunting Park Avenue Philadelphia, PA 19129 United States	<input checked="" type="checkbox"/> Use e-mail for correspondence (Invoices/Statements will be also sent via e-mail)
Phone	(215)226-1225 Ext. 121	<input checked="" type="checkbox"/> Please send me e-mail payment reminders
E-mail	jconnelly@mercyccte.org	

Student Summary

Name	
Margaret Keller	Change

THANKS SO MUCH -- YOU ARE ALL DONE!!!

Please select
"Done."

Once the details of your charges and credits are available they will be posted to your FACTS account.

Mercy Tech is excited to begin educating your student this Fall.

Contact Information	Students	Plan Options	Payment Details	Payment Schedule	Review & Authorize	Thank You
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Thank You

Thank you for completing a payment plan for Mercy Career & Technical HS. Please print a copy for your records.

Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Agreement Number
114 878 084

I have read and accept the terms and conditions of this payment plan
(Signed on 12 May 2020)

Contact Information

Name/Address	Mr. Ryan Keller 2900 W. Hunting Park Avenue Philadelphia, PA 19129 United States	<input checked="" type="checkbox"/> Use e-mail for correspondence (Invoices/Statements will be also sent via e-mail)
Phone	(215)226-1225 Ext. 121	<input checked="" type="checkbox"/> Please send me e-mail payment reminders
E-mail	jconnelly@mercyccte.org	