


Archbishop Hannan High School  
2025-2026 Tuition Contract Instructions

An email will be sent from the Registrar's office to parents of currently enrolled (or newly accepted) students for the 2025-2026 school year with registration instructions and a link to Finals site enrollment management. **Registration forms and fees are due on or before January 31, 2025 for returning students.** Follow the instructions below to complete the registration process.

**Step 1: Access the registration program via the email link from the Registrar's office.**

- Click the link in the email from the Registrar to access (or create) your account with Finals site enrollment.
- 

**Step 2: Once logged in to Finals site, choose the continue enrollment process option for each student. If you are new to Finals site, the wording on this button may vary.**

 Students

---

Facts Test

Enrolling for 8th Grade in 2024-25

Continue Enrollment Process

5 items left | [View Checklist](#)

---

**Step 3: Select “complete form” for each student to complete the registration form and tuition contract. During this step, you will select your payment plan for the 2025-2026 school year. Note: this selection will link to FACTS during a later step. After completing the registration form(s) and tuition contract(s), pay the per student registration fee(s).**

## Facts Test

Enrolling for 8th Grade in 2024-25

### Checklist

---

*Please complete and submit the items below to finish the process. Items will be checked off as we receive and process them.*

Registration Form [Complete Form](#)

---

### Registration Fee

A \$400 registration is due when the tuition contract is completed. The fee may be paid via electronic check or via credit / debit card. A convenience fee will be charged if paid via credit / debit card.

---

FACTS Tuition Management *Please complete all your contracts before signing up for FACTS*

IMPORTANT: Please click on the "Go to FACTS Tuition Management" button above to pick next year's tuition plan. Do not log into your account directly from the FACTS website.

Returning families adding a new student will need to wait until new student enrollment is offered and completed in order to set up their FACTS agreement. Please complete the FACTS checklist item at that time.

---

**Step 4: After completing the registration form(s) and paying the registration fee(s), select “Go to FACTS Tuition Management.”**

FACTS Tuition Management [Go to FACTS Tuition Management](#)

IMPORTANT: Please click on the "Go to FACTS Tuition Management" button above to pick next year's tuition plan. Do not log into your account directly from the FACTS website.

Returning families adding a new student will need to wait until new student enrollment is offered and completed in order to set up their FACTS agreement. Please complete the FACTS checklist item at that time.

---

**Step 5: After logging into FACTS (or setting up a new account), click begin to finalize your FACTS payment plan.**



Archbishop Hannan High School

2024-2025 School Year

### Welcome

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

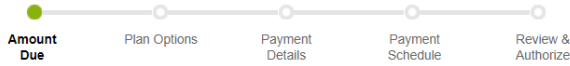
[Begin](#) | [Cancel](#)

**Step 6: Review the amount due per student (click view details if needed). **Note:** Scholarships, discounts, and other tuition assistance will not be shown at this time. They will be added manually prior to the first payment due date.**

Archbishop Hannan High School

2024-2025 School Year

Progress Tracker



### Amount Due

Name	Amount Due	
Facts Test	11,399.00	<a href="#">View Details</a>

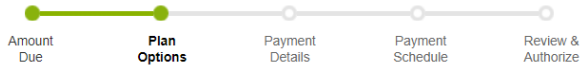
[Back](#) | [Next](#) | [Cancel](#)

## Step 7: Verify your payment plan.

Archbishop Hannan High School

2024-2025 School Year

Progress Tracker



### Payment Plan Options

Amount Due to Archbishop Hannan High School: \$11,399.00

Select a payment schedule

Show: All Items Selected

#### Monthly Payment Plan- Starting in June

**Please Note:** Families selecting this payment option are charged the following per student: Tuition = \$10,860; Archdiocesan Debt repayment fee = \$300; MacBook Lease fee = \$315; Senior fee (Grade 12 only) = \$400; FACTS enrollment fee = \$55

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"><li>Bank Account</li><li>Credit/Debit Card</li></ul>	11	June 2024	\$1,036.29	1st 8th 15th 22nd	30 May 2024 06 Jun 2024 13 Jun 2024 20 Jun 2024	\$55.00

[Back](#)   [Next](#)   [Cancel](#)

## Step 8: Select or add your payment account. After this step is completed, select your payment date, and authorize your payments. (Note: the instructions are not able to show additional screenshots)

Archbishop Hannan High School

2024-2025 School Year

Progress Tracker



### Payment Details

Please enter your primary financial account for payments

Pay using  ?

Archbishop Hannan High School allows you to pay using: a bank account (checking or savings) or a credit/debit card (Visa, Mastercard, American Express, Discover, Diners Club, JCB or UnionPay).

The following processing fees may apply:

- Credit Card - up to 2.95%
- Debit Card - up to 2.95%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method. Card transactions for Archbishop Hannan High School are processed by FACTS Management Company, USA.

[Back](#)   [Next](#)   [Cancel](#)