



Parents and Guardians,

Tuition and Books/Fees can now be paid online. The online system that St. Mary's will be utilizing is Faith Direct. Faith Direct will allow credit/debit cards and ACH transactions.

To set up an account with Faith Direct:

1. Navigate to [www.faithdirect.net](http://www.faithdirect.net).
2. Click on "Give Now".
3. Enter Church Code: **OK801**. After entering the Church Code, the webpage displays St. Mary's Catholic Church information.
4. There will be two options to choose from: "Enroll in Recurring eGiving" or "Make a One-Time Gift Now".
  - a. Enroll in Recurring eGiving allows parents/guardians to set up an account in Faith Direct to where the bank account or credit/debit card is charged every month. You may also create a one-time charge for a particular month if you wish.
  - b. Make a One-Time Gift Now allows parents/guardians to create a one-time charge to their bank account or credit/debit card.
  - c. With both of these options, payments will be charged to the parent/guardian account either on the 4<sup>th</sup> or the 15<sup>th</sup> of the month. Parents/guardians will be able to select which date they prefer in Faith Direct when making a payment.
5. After selecting "Enroll in Recurring eGiving" or "Make a One-Time Gift Now", parents/guardians may select "Book Fees" or "Tuition", depending on what you would like to make a payment on. There are other options available on this page; please do not pay tuition and book fees through the other options. These are to be used only for contributions to the Church.
6. After selecting "Book Fees" or "Tuition", Faith Direct displays the page for you to input your payment information. There is a "Note" box on this page. Please input the child's name, who you are making the payment for, into the "Note" box. **Also, in the "Note" box, please state which school year you are paying for (ex: 2022-2023 or 2023-2024).**

Please remember: Payments may be made monthly or in one lump sum. Payments are due on the first working day of the month beginning in the month of August through May (10 payments). The Books/Fees payment for one child is due at registration and the other one(s) is/are to be paid by the first day of the 2023-2024 school year.

Checks and cash will still be acceptable payments for tuition and books/fees. Please contact Melanie Wood at [melanie.wood@smsponcacity.org](mailto:melanie.wood@smsponcacity.org) or 580-382-6036 with any questions on how to use Faith Direct.

Sincerely,

Melanie Wood  
Technology Coordinator

*"St. Mary's Catholic School is committed to providing academic excellence in a safe, nurturing environment following the teachings of Jesus for the development of the whole child."*