

February 9, 2009

Dear Parents,

The St. Francis of Assisi School is joining other educational institutions around the area and country by partnering with the FACTS Management Company to collect and process tuition.

FACTS is a tuition management company. What this means is that parents are preauthorizing their bank or credit card company to automatically transfer funds to the school on the installment payment dates traditional to the school. Preauthorized automated payments and lump sum pre-payments can be done conveniently from a checking or savings account, or by way of MC, Discover, or AMEX – **NO VISA**. Please wait for the “initial invoice” letter from FACTS “kicking off” our FACTS tuition program.

If a family is experiencing financial challenge, please contact the school to work out a plan. The school has found that automation will save money for both the institution and the parents and this is why we have chosen to use this method. FACTS also processes financial aid for the Diocese.

For the coming school year, all tuition must be paid by one of the following options:

- (1) Pay 100% of the tuition via electronic fund transfer (eft), check, or money order by July 1, 2009 via FACTS.
- (2) Make 11 monthly installments (starting in July and ending in May) via FACTS on your checking or savings account utilizing electronic fund transfer only (eft). At your option you can set up a “custodial account” to satisfy this payment plan through your bank.
- (3) Do any of the above by way of one’s AMEX, MC or Discover cards. Please note, there is a small convenience fee (2.5%), associated with this credit card option only.

As you can see, little changes with our payment traditions with FACTS in place. You still pay the same tuition and the same amount for the same months. The school will still directly collect the registration, book, and technology fees. You still contact the school in time of financial challenge.

To help understand FACTS better during this implementation period, Topher Russo, the local representative, can be reached at 410-940-9505 (cell), 800-569-1209 (office) or crusso@factsmgt.com, 24/7. FACTS’s website is www.factsmgt.com. After the school year has started, please contact the school if you have any questions about your FACTS account. Again, we are excited about joining the many area schools partnering with FACTS Management Company.

Sincerely,

Judy Perreault
School Operations Administrator