



Dear St. Paul School Families,

Among our goals this year is to concentrate our efforts on improving how we manage the *business side* of the school. In the past few years, many strides have been made in the area of financial stability and information technology. We continue to move forward in this direction and it is in everyone's best interest that we take advantage of these improvements.

As you know, the timely collection of tuition is critical to operational success of our school. With this in mind we have been searching for a better way to collect tuition, while at the same time offering better flexibility to families. To this end, we have partnered with FACTS, for tuition management, fee management (all fees will be processed through FACTS) and Financial Aid applications.

For the 2017-2018 school year, Families will be able to pay their tuition in one of 3 ways:

1. **Payment in full due in August.**
2. **10 budgeted monthly payments beginning in August.**
3. **11 budgeted monthly payments beginning in July.**

Full payments will have the option to pay FACTS by (Automatic Withdrawal from checking or savings, credit card (MasterCard, Discover, or Visa).

The budgeted monthly payments will be processed by FACTS in one of two methods.

~Automatic withdrawal from your bank account on the 1st, 10th, or 15th of the month. The family can choose the date.

~Or Parents can also use a credit card. Payments are also made on the 1st, 10th, or 15th, and can be made by using Visa, MasterCard, or Discover. These credit card payments will have a "service fee" of 2.85%.

Parents can view all of their payment activity online, change payment method from month to month, make additional payments, and view previous / upcoming payments. Parents will also be able to view and print Tax credit statements from FACTS.

Please note that all families are required to have a FACTS account. This will apply to all of our Tuition programs including School Choice, the Kettle Moraine and Mukwonago Programs. This will allow the school to utilize the FACTS program for future invoicing of other services beyond tuition.

One of the universal challenges in Catholic education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the service of the FACTS Tuition Management. With FACTS, St Paul School still maintains all decision-making control. We will continue to be able to adjust to any special family circumstances that may arise.

We thank you for your continued loyalty for our school. We depend on your support in our efforts to provide the highest quality of education.

More information will come on how to sign up.

