

Dear St. Paul School Families,

We are preparing for an exciting 2017-18 school year. With that in mind, it's time to enroll for tuition payments online.



As communicated previously, our goal this year is to concentrate our efforts on improving how we manage the *business side* of the school. 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, all families will need to enroll online to create an account.

How to enroll on the FACTS Tuition Site: go to <https://online.factsmgt.com/signin/3ZQ07>

There will be three payment plans to choose from. Each family will choose one plan per family.

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) or invoice.**

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

~Automatic withdrawal from your bank account on the 10<sup>th</sup>, 15<sup>th</sup> or last day of the month.

The family can choose the date.

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

There is a \$50.00 annual fee per year, per family. Please note, the enrollment fee of \$50.00 per family will not be applicable for those **ONLY** enrolled in Choice, KM, Mukwonago Program. If your student stays for afternoon Kettle Moraine or Mukwonago Program **or has school tuition**, the annual fee will be charged.

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. We will continue to be able to adjust to any special family circumstances that may arise.

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

