



Dear St. Paul School Families,

We are preparing for an exciting 2018-19 school year. St. Paul Catholic School partners with FACTS tuition management to collect all tuition and to process Financial Aid applications.

For our currently enrolled 2017-18 Families:

For the 2018-19 school year, your family already does have a FACTS account. Therefore, you do not have to do anything. Your current account will be rolled over for the new 2018-19 school year on June 15th. All payment plans you currently have will remain the same. If you do need to make a change for next year-please contact Sherri Meyer in the Business Office at 262-968-3865.

New 2018-19 Families who are enrolling:

All new school families will need to create an account online. This will apply to all of our tuition programs including the Kettle Moraine and Mukwonago Programs. Starting on June 15th, 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 paid by check in full.

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

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

The family can choose the date.

~Or Parents can also use a credit card. Payments are made on the 10th, 15th, or last day of the month 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 Kettle Moraine or 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 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.

