

Dear Parents,

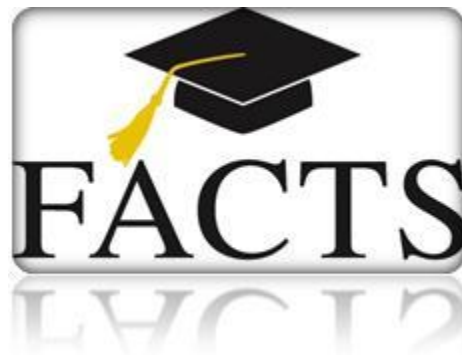
We are excited to offer online enrollment for the 2016-2017 school year with FACTS Management. All families will sign up for a FACTS payment plan.

The newly enhanced FACTS system offers our families the opportunity to:

- Manage their tuition payment plan with the convenient updated online account
- Make up missed tuition payments online (before the pre-scheduled withdrawal date)
- Add multiple payment methods throughout the year
- Switch between payment methods throughout the year
- Maintain demographic and financial account information online

## Convenient Online Enrollment

Enrolling online is simple and secure. Simply visit the FACTS link below to set up your payment plan:



<https://online.factsmgmt.com/signin/3MJBH>

**Be sure to have the following information ready:**

- Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check. If paying by credit card, have your card information available.

Before you click the Submit button, please carefully read the Final Review. Notification confirming your enrollment in a FACTS payment plan online will be sent to you after you submit your agreement.

If you have questions about enrolling in FACTS, please contact the business office. You may also contact FACTS directly 866-441-4637 or view your agreement online at <https://online.factsmgmt.com>. FACTS customer service representatives are available 24 hours a day, 7 days a week.

## **Your Payment Plan Options**

Equal payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit card on the 5<sup>th</sup> or 10<sup>th</sup> of the month. Visa, MasterCard, Discover, and American Express are accepted.

**Payment in Full (August)**  
**Semi-Annual Payments (August & January)**  
**Monthly Payments (August - May)**

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year.

## **Frequently Asked Questions**

**1. When and what time will the funds for my payment plan be withdrawn from my bank account?** While FACTS transacts each payment on the specified date (ex: 5th), it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

**2. How will I be notified of my payment information?** Once your agreement for tuition payments is posted to the FACTS system you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full.

**3. What happens if FACTS attempts to process my payment and there are not enough funds in my account?** Should an automatic bank payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account for each failed payment attempt. This is in addition to any penalty your bank or the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail, along with the reattempt date.

## ***We Look Forward to Serving You Better!***

**St Michael School** looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. Should you have any questions regarding this plan, please contact the business office 315-536-6112 at or FACTS at 866-441-4637.