



Dear Parents:

In preparation for the upcoming school year, we are making plans for improving the content and quality of our programs, while increasing efficiency in the office. In a review of our operations, we have been studying our method of handling tuition payments.

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have contracted with FACTS to help us manage our tuition payment program. We are excited to be working with them and are confident this program will lead to greater financial stability for the school.

Please note the following advantages of using the FACTS system for tuition payment handling:

- Convenient online payment plan sign-up and account management
- Receive email or text payment reminders before your payment is due
- Increased affordability
- Flexible payment options
- Secure payment processing

All families will be required to enroll using one of the following FACTS payment plan options:

1. 10-Monthly Payment Plan  
(Plan will run August-May and may be processed on the 1<sup>st</sup>, 5<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of each month).
2. Semi-Annual Plan  
(Semi-Annual payments will be processed in August and January on 1<sup>st</sup>, 5<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup>)
3. Payment in Full  
(Payment in Full by August 20<sup>th</sup>, and can be processed on 1<sup>st</sup>, 5<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup>)

By making your tuition payments through FACTS, you will pre-authorize a bank-to-bank transfer of funds from your bank account (or credit or debit card, if applicable) for your tuition payments. Please be assured that neither FACTS nor the school will have direct access to your financial account.

We appreciate the opportunity to serve your family in the academic and social development of your children. Together we are dedicated to your children, and working with FACTS is one more step in assuring we can continue our mission.

Sincerely,  
Lauren Barela  
Financial Secretary