

May, 2010

Dear SMS Families,

THIS LETTER CONTAINS VERY IMPORTANT INFORMATION REGARDING YOUR TUITION FOR THE 2010-2011. PLEASE READ THOROUGHLY REGARDING YOUR TUITION PAYMENT OPTIONS!

St. Mary, Hyde Park has partnered with FACTS Management Company to manage our tuition payments. FACTS Management Company serves over 5,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools. **You will be receiving an Initial Invoice (Tuition Account Invoice) from FACTS Management Company.** It will list your total tuition due and some classroom fees for the upcoming school year along with instructions on how to 1. Create an online FACTS account and 2. Enroll in a payment plan.

Please do not discard this statement. When you receive your Initial Invoice, you will be asked to do the following:

- 1. Create your personal online account:** Go to (<https://online.factsmgmt.com>) and follow the online instructions. You will need information listed on your Initial Invoice to access your tuition and fees. Please provide your email address for future communications and presentment of incidental fees you may incur during the course of the school year.
- 2. Enroll in a Payment Plan:** Following are your scheduled payment plan options for the 2010-2011 school year:
 - Payment in Full – by July 15, 2010
 - Semester Payments – July and December (2 payments) and FACTS enrollment fee of \$45
 - Quarterly Payments – July, October, January and March (4 payments) and FACTS enrollment fee of \$45
 - Budgeted Payments- July through April (10 payments) and FACTS enrollment fee of \$45
- 3. Pick your payment date:** You may choose the 5th or 20th of the month as your payment date.
- 4. Payment Methods:**

Payments may be arranged in one of the following ways:

 - Automatic payments are processed from your checking or savings account (ACH) on the payment selected date
 - Automatic payments are processed from your credit card (Discover, Amex, MasterCard)
 - Note: a “convenience fee” (2.5%) will be applied for credit card payments.

Please understand that even though the management of our tuition has changed, the specifics regarding your tuition commitment have not. In addition, **you must respond to this invoice no later than June 30, 2010 by taking the appropriate action noted above in order to complete your enrollment.**

Your prompt attention and cooperation are appreciated. Should you have questions or have special circumstances, please contact Angie Pfaller, 513-321-1207 ext. 5502 by June 30, 2010 to discuss your situation.

Your prompt attention and cooperation is appreciated. If any step of the process is unclear, please do not hesitate to contact Angie Pfaller or FACTS at 1-866-441-4637

Sincerely,

Rev. Ken Schartz
Pastor

Suzy McBrayer
Principal

Angie Pfaller
Business Manager