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Dear Parents,

After much research and investigation, we have partnered with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools locally and over 6,500 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** You may choose either of the two dates offered each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
3. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$20 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances arise during the school year.

Thank you for your continued loyalty and support for St. James Academy.

Sincerely,

A handwritten signature in black ink that reads 'Becky'.

Becky Forsythe  
Director of Finance