

January 26, 2010

Dear SCS Families:

THIS LETTER CONTAINS VERY IMPORTANT INFORMATION REGARDING YOUR TUITION FOR THE 2010/2011 SCHOOL YEAR. PLEASE READ THIS ENTIRE LETTER BEFORE PROCEEDING WITH YOUR PAYMENT!

Enclosed are registration forms for the 2010/2011 school year. Please complete and return them, along with the registration fee to our office. Your registration fee must be paid in full to reserve a space in a class. We expect many grades to fill to capacity; therefore early registration is a must.

To obtain the parish discounted rate, you must provide the enclosed parish verification form to your parish. They will determine your eligibility for the discounted rate. Criteria include church registration, mass attendance and parish support. It is your responsibility to ensure your parish form is submitted to the church within **two weeks** of registration. Registration is not complete until this form is received from the church.

We are excited to offer a new online enrollment for the 2010/2011 school year with FACTS Management Co. All families, new and returning, will sign up for an actively managed payment plan right from the school's website. You will have the opportunity to pay in full or schedule budgeted payments (semi-annual or monthly). You may choose either the 5th, 10th, 20th, or last day of each month as your payment date. You will have the ability to prepay your account at any time. Automatic payments can be made from checking or savings account or from a credit card. There are several important things you need to understand about credit card payments.

- a. Any tuition payment made with a credit card will be assessed a 2.5% convenience fee. This fee is collected by the Credit Card Company and neither SCS nor FACTS receive any benefit from this fee.
- b. The credit cards that will be accepted are MasterCard, American Express and Discover. VISA will not be accepted for tuition payments.

This year we will collect any fees not paid to the school by April 30 via FACTS. To avoid an additional administrative fee, it would be to your advantage to pay the school all fees due by this date. If not received by April 30, your FACTS account will be updated to include the fees you have not paid. One-half will be collected in May and the other half in June.

All families are to complete the Tuition Payment Agreement with FACTS **within one week** of registering with SCS. **Registration will not be completed until this is done.** To register for FACTS, a link has been added to the SCS web site (www.summervillecatholic.org); choose the registration button on the left; FACTS on top right of page; and then the FACTS logo in the center of the page. This takes you to e-Cashier for registration. Please see the attached information from FACTS on setting up a payment plan. Please note these specific instructions:

- a. On the Student Information screen, enter each student separately leaving the Student ID blank. If you have more than one child a SCS click YES to the question "Do you need to add another student to this agreement". This will bring up another Student Information screen.
- b. If you select monthly payment plan, the payment schedule will show 12 monthly payments beginning May 2010. This will allow me to tack on fees not paid by April 30. If you have paid your fees, your tuition will be established with payments over 10 months beginning July 2010.

After you have completed your portion of the agreement, I will provide the tuition and fee amounts due. The FACTS Enrollment fee of \$41.00 will be deducted from your specific account within 14 days of the date I finalize your agreement in the FACTS system. You will be informed when your agreement has been finalized.

Payment Options:

1. PRE-PAYMENT: You may pay your tuition in full through FACTS (ACH) or with a credit card. This payment will reflect a 3 % prepayment discount and will be drafted from your account or charged to your credit card on July 5, 2010.
2. SEMI-ANNUAL PAYMENTS: The first draft from your bank account or credit card for semi-annual payments will be on July 5 and second payment on December 5, 2010 as identified on your FACTS Tuition Payment Agreement.
3. MONTHLY PAYMENTS: If you select the monthly payment option, your payments will be made from July 2010 – April 2011. Your first deduction for monthly payments will be on July 5, 10th, 20th or 30th as identified on your FACTS Tuition Payment Agreement.
4. FEE PAYMENTS: Any unpaid fees as of May 1, 2010 will be collected in May and June. Your deduction will be on the 5th, 10th, 20th, or 30th as identified on you FACTS Tuition Payment Agreement. Fees not paid by April 30 for those paying in full or semi-annually will be collected in July.

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Summerville Catholic for the upcoming 2010-2011 school year. They will be assisting us in determining families that are eligible for financial aid. Families applying for financial aid must complete an **online** application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment **by April 1, 2010**. Because timely completion and submission of this information is critical to the determination of financial aid, no extension to this date will be allowed. Additional information and required documentation can be obtained from the school office.

I realize there is a lot of information for you to take in all at once. Please hold onto this letter for reference. If any step of the process is unclear, do not hesitate to contact me.

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