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Dear SCS Families:

THIS LETTER CONTAINS VERY IMPORTANT INFORMATION REGARDING YOUR TUITION FOR THE 2012/2013 SCHOOL YEAR. PLEASE READ THIS ENTIRE LETTER BEFORE PROCEEDING WITH YOUR PAYMENT!

Enclosed are registration forms for the 2012/2013 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 will continue to use FACTS Management for collection of tuition and fees (unpaid by April 20, 2012). Returning families **do not** have to complete a new online FACTS Agreement. Your original agreement authorizes FACTS to continue processing payments upon receipt of re-enrollment information.

Your registration package includes a lilac colored paper that must be reviewed and completed. If you were enrolled in FACTS this year, the form has your name, address, student names and your email address. Review this information to ensure your banking information, address and email are still correct and select your payment plan. You can change your FACTS information on line using your existing FACTS user id and password. Select your payment plan: pay in full or scheduled budgeted payments (semi-annual or monthly). For monthly payments you can choose the 5th, 10th, 15th, 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 will be made from the checking or savings account or from a credit card that you have previously entered into FACTS. 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.

The reverse of the form should be completed and **signed**. As we did previously, unpaid fees after April 20 will be collected via FACTS. To take advantage of the discounts provided, it would be to your advantage to pay the school all fees due by this date. If not received by April 20, 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.

Payment Options:

1. PRE-PAYMENT to SCS: You may pay your tuition in full to SCS by June 5, 2012. A 1% discount can be taken on this payment.
2. PRE-PAYMENT via FACTS: You may pay your tuition in full through FACTS via a checking or savings account (ACH) or with a credit card. When your FACTS contract is finalized, this payment will reflect a 2% prepayment discount and will be drafted from your account or charged to your credit card on July 5, 2012. An administrative fee of \$41.00 will be added to your tuition bill.
3. SEMI-ANNUAL PAYMENTS via FACTS: 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, 2012. An administrative fee of \$41.00 will be added to your tuition bill.
4. MONTHLY PAYMENTS via FACTS: If you select the monthly payment option, your payments will be made from July 2012 – April 2013. Your first deduction for monthly payments will be on July 5, 10th, 15th, 20th or last day of the month as you previously indicated when you registered with FACTS. An administrative fee of \$41.00 will be added to your tuition bill.
5. FEE PAYMENTS via FACTS: Any unpaid fees after April 20, 2012 will be collected in May and June. Your deduction will be on the 5th, 10th, 15th, 20th, or last day of the month as you previously indicated when you registered with FACTS. Fees not paid by April 20 for those paying in full or semi-annually will be collected in July.

FACTS Grant & Aid Assessment will be conducting the financial needs analysis for Summerville Catholic for the upcoming 2012-2013 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, 2012**. Because timely completion and submission of this information is critical to the determination of financial aid, no extension to this date will be allowed. **To be considered for the SCS tuition assistance, you must complete registration (including payment of fees) for the 2012/2013 school year.** Additional information and required documentation can be obtained from the school office.

In addition to the SCS tuition assistance, the Diocese of Charleston is offering the St. Elizabeth Ann Seton Tuition Assistance Grant. To be eligible for this grant, you must complete the FACTS Grant and Aid **and** complete registration (including payment of fees) for the 2012/2013 school year. Applications for this grant will be sent to families determined as eligible by the SCS Tuition Assistance Committee.

If any step of the process is unclear, do not hesitate to contact me.

JoAnn Kelly
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