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www.summervillecatholic.org

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Dear Prospective 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 received by the school office within **two weeks** of registration.

Our tuition collection is handled by FACTS Tuition Management. FACTS is widely used by private, faith-based, and public schools nationwide. FACTS offers a flexible payment program that allows you to make up missed tuition payments, make tuition payments in advance, add multiple payment methods to your online FACTS profile and switch between payment methods throughout the year.

Your registration package includes a lilac colored paper that must be reviewed and completed. On this form you can elect to pay in full or schedule budgeted payments (semi-annual or monthly). Within FACTS, you may choose either the 5th, 10th, 15th, 20th, or last day of each month as your payment date. 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.

Unpaid fees after April 20 will be collected 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 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.

All new 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 at 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 2012. This will allow me to tack on fees not paid by April 20. If you have paid your fees, your tuition will be established with payments over 10 months beginning July 2012.

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 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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