

February, 2022

Dear Parents/Guardians,

Below is important, helpful information for FACTS Management and tuition for the upcoming year. PLEASE READ!

- FACTS has updated your information from the previous year – this includes the student grade, financial information and payment plan. Kindly take a look at the details of your pending plan **before February 25, 2022** to verify the information is correct before finalization.
- **Changes to payment plans and student information must be made by me. Please do not create another plan as you run the risk of having money pulled twice.**
- You are able to edit some changes to your contract such as demographics and financial information.
- Additional, registered students in your family will be added to your existing account with their grade soon after they are registered. Please notify me if corrections are needed.
- If you already have children in the upper grades and have a child entering Pre-K and wish to use the Quarterly or 10 month plan for the Pre-K child, please make a separate second agreement.
- If two separate parties are responsible for the tuition payments, each party can make a separate agreement. Then notify me, so that I can assign the proper amount to each party before finalization.
- Scrip credits from St. Albert must be redeemed by April 1 and August 1 in order to be posted properly.
- Financial Aid awards will be posted as soon as we are notified.
- All tuition payment dates are set for the 17th of the month or next business day.
- Payments can be made any time after your agreement has been finalized.
- The 1 & 2 pay plans- May &/or August incur a one-time \$10 FACTS fee.
- The 6 month plan -April thru September & 10 month Pre K plan incurs a one-time \$45 FACTS fee.
- Any changes in the pull date of a payment require **at least 48 hours notice.**

Below is some helpful information for “**Incidental Billings.**” This is anything other than tuition, such as School Fees, Cares, Hot Lunch Program, Graduation and Re-registration fees, etc.

- School enrollment is on rolling admissions. Unless you notify the school office otherwise, the non-refundable re-registration fee of \$75 will automatically be applied to your account in February.
- School fees & Kindergarten fees are scheduled to be billed in August for payment in September.
- CARES & Hot Lunch Program fees if applicable are billed at the end of the school month and payment is pulled or expected within 2 weeks of the billing.
- **Auto-pay is strongly encouraged for Incidental billings.** Remember FACTS invoices are always issued at least 10 days prior to any payments being pulled. Reminders are sent to you via emails and or texts. Auto-pay is a good way to avoid late fees for forgotten payments.

Please review your FACTS account and contact me no later than FEBRUARY 25, 2022 email – alice@stalbertthegreat.org or by phone at 215-947-3500 (Monday thru Thursday 8:30 AM – 4:30PM) for any necessary changes to your plan **especially payment plan changes** or if you have any questions/concerns.

Sincerely,

Alice Pesce
Parish Business Manager