

May 10, 2013

Dear Parents,

St. Edward-Epiphany Catholic School will begin processing tuition payment through FACTS Management Company beginning with the 2013-2014 school year. This program will offer parents increased convenience and payment flexibility, and provide efficiencies for the school.

- **Payment Plans:**
 1. **Annual** – Paid through FACTS or at the school. There is no charge for this option. Payments are due August 1.
 2. **Semiannual** - Paid through FACTS. There is a \$10 annual charge for this option. Payments are due August 1 and January 5.
 3. **Monthly** - Paid through FACTS. There is a \$43 annual charge for this option. You may choose to make your payments over ten, eleven, or twelve months. You may choose your payment date on either the 5th, 10th, 15th, or 20th of each month.

- **Payment Options:** Payments can be made from a checking or savings account. Mastercard, Discover, and American Express credit cards are accepted. Please note there is a fee for credit card transactions.

- **Online Account Access:** You may check your personal account or make payments online from the convenience of your home or office anytime.

- **Peace of Mind Insurance:** FACTS offers this OPTIONAL benefit for \$14 per year per family. In the event of the death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.

- **FACTS returned payment fees:** In the event a payment is returned, FACTS will automatically assess a returned payment fee for each payment attempt that is returned.

- **Accounts Changes:** If you should need to make changes to your payment agreement with FACTS, please contact Mindy Gerloff at St. Edward-Epiphany School, mgerloff@SEESchool.com or (804) 272-2881.

Please visit FACTS at <https://online.factsmgmt.com/signin/3R3GD> to set up your account. Once this is done, your account will be finalized by the SEES.

Please note the account must be set up approximately 14 days before the first payment is due. For example, the twelve-month plan with payments on the 5th must be set up by June 21.

Sincerely,

Emily A. Elliott
Principal