



****IMPORTANT TUITION MESSAGE****

Dear Families,

We are excited to announce that FACTS Management will be handling the billing and collection of **ALL** tuition payments, beginning in the 2017-2018 academic year. It is our goal to provide you with an opportunity to conveniently manage your account and to complete tasks like making a payment, viewing your payment schedule and updating your account with flexibility and ease. We believe that our coordination with FACTS online and mobile solutions will offer you flexible payment plans and terms to meet your needs. Depending on your student's enrollment, you must set up a payment for one of the following options:

1. Pay in Full

- Payment due September 5th
- ACH, Credit Card
- \$20 enrollment fee

2. Two Payments

- Payment due July, 2017 and January, 2018
- Payment day options are 5th or 20th
- ACH or Credit Card
- \$20 enrollment fee

3. Monthly Payments

- Payments begin in July, 2017 and end in April, 2018
- Payment day options are 5th or 20th
- ACH or Credit Card
- \$50 enrollment fee

4. Bi-Weekly Payments

- Payments every two weeks beginning in July, 2017 and end in April, 2018
- Payment day option is Friday
- ACH or Credit Card
- \$50 enrollment fee
-

Sacred Heart School

1035 Canterbury Street ♦ Roslindale, MA 02131 ♦ Ph: (617) 323-2500 ♦ Fax: (617) 325-7151

www.sacredheart-boston.org

You should also be aware of the following:

- **ALL** families **MUST** enroll in one of the above plans, regardless of your payment option for tuition.
- Payment methods available include re-occurring automatic withdrawal through checking or savings and credit card
- Credit card payments are subject to a 2.85% convenience fee
- Automatic withdrawal payments that return for insufficient funds will incur a \$30 fee.

Please go to the following link to create your agreement with FACTS. You will need to create a username and password, enter demographic information, student information, and choose the payment plan that works best for you and your preferred payment method.

<https://online.factsmgt.com/signin/3GGYN>

Once you have completed this process we will be able to enter your specific tuition amount due and finalize your agreement. As soon as we are able to finalize your agreement you will receive a confirmation letter from FACTS.

Please be sure to complete this process by **April 1st, 2017**.

Families who have previously applied for financial aid through Facts can use the same user name and password to access the system. We will be using Facts for both tuition accounts and financial aid needs

If experiencing difficulties setting up your account, please contact FACTS at 866-441-4637

Quick Tip

It is important to **verify that the email address in the FACTS system is your preferred emails address** for anything related to tuition or fees due to Sacred Heart. FACTS will be using this email address for all future notifications. In addition, if there will be someone, other than the primary payer listed in the system, calling into FACTS with account inquiries or to make a payment, it is important they are added as an 'Authorized Party'. If anyone other than the primary payer or the authorized party calls into FACTS they will not be able to receive any account information, in accordance with privacy laws.

Sacred Heart School

1035 Canterbury Street ♦ Roslindale, MA 02131 ♦ Ph: (617) 323-2500 ♦ Fax: (617) 325-7151

www.sacredheart-boston.org