



Dear Families;

St. Albert the Great School is pleased to offer you a convenient online method to set-up a payment plan with FACTS Management Company. FACTS is the nation's leading tuition payment plan provider for private and faith-based schools. For the 2017-2018 school year, all families will be required to use the FACTS program to pay tuition. This applies to both our preschool and K- 8 programs. Enrollment and selection of a payment plan must be completed **by May 27, 2017**. Our office will no longer accept tuition payments after this current school year.

What are the payment plan options?

Payment plan options are the same plans offered in prior years. Those options include:

1. One-time payment in Full due by July 31st will receive a 1% discount on tuition if this payment option is selected (discount applies to K-8 only).
2. Ten monthly payments (August through May).

Automatic payments will be withdrawn from a checking or savings account or charged to a credit card on the first of the month. Payments to a credit card will include an additional 2.85% processing fee per transaction.

How do I register?

If you are currently using FACTS please use the link provided below and sign in with your existing FACTS username and password to complete your St. Albert the Great payment plan. If you are new to FACTS you will need to go through the set-up process outlined below.

Go to <https://online.factsmgt.com/signin/3WBB5> to set up a payment plan. Click on "Create a New Account & Password".

1. Set up account information –follow prompts and use grade level for SY 2017-2018
2. Select your preferred payment plan (you will need to select one of the two options, as described above); if, you choose to pay your tuition in full by July 31st, your annual FACTS fee will be \$25.00 for SY 2017-2018, and you will receive the 1% St. Albert the Great tuition discount. If you choose to make 10 monthly payments your annual FACTS fee will be \$55.00 for SY 2017-2018. Payment dates are the first of each month.
3. Enter preferred bank account information or credit card information for automatic withdrawal.
4. Special note: During your enrollment you will be able to purchase insurance (Peace of Mind) as an optional benefit for \$17 per year. In the event of death of the responsible party or spouse, the remaining tuition balance owed at that time for the current school year will be paid to the school.

If you have any questions, **please contact FACTS Customer Service at (866)441-4637**.

Thank you,
St. Albert the Great Tuition Committee