



Dear BSCS Parents:

In preparation for the 2017-2018 school year, we will be using FACTS Management System, as a second payment option, which is going to allow our method of handling tuition payments and some of the incidentals easier for you.

Please note the following advantages in using the FACTS system for tuition payment handling:

- ❖ Convenient online payment plan sign-up
- ❖ Maintain your demographic and financial account information online
- ❖ Receive e-mail payment reminders before your payment is due
- ❖ Increased affordability
- ❖ Online Tuition Payments (if applicable)
- ❖ Multiple payment options
- ❖ Web-based interface for account viewing
- ❖ FACTS Enrollment fee is \$50 (includes incidental billing ie: graduation and yearbook)
- ❖ FACTS payment plans for the 2017-2018 are:
 - *Tuition
 - *Capital Improvement
 - *Technology

***Early Bird, Extended Day and Drop-ins are NOT included in FACTS for the 2017-2018 school year. These fees will continue to be paid to Mrs. McHugh in the Tuition Office.**

Please find attached the steps to setup your account with FACTS for the upcoming school year. If you have any questions, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Katharine Murphy".

Katharine Murphy



FACTS
A National Council

Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your payment plan, visit the school's website and click on the FACTS link.

FACTS Confirmation Notice

Once your information is received and processed by FACTS, you will receive a FACTS Confirmation Notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked Questions

- Is my information secure?
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit FACTSmgt.com.
- When will my payments be due?
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- What happens when my payment falls on a weekend or a holiday?
Your payment will be processed on the next business day.
- What happens if a payment is returned?
Returned payments may be subject to a FACTS Returned Payment Fee; watch for a returned payment notice for additional information.
- How do I make changes once my agreement is on the FACTS system?
Changes to your address, phone number, email address, or banking information can be made at <https://online.factsmgt.com> or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS.
All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.
- What is the cost to set up a payment plan?
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you.

To view your payment plan details, login to your FACTS account at online.factsmgt.com. Customer Care Representatives are also available to assist you 24/7.