



November 2018

Dear Parents,

Several years ago the Diocese of Allentown and St. Michael the Archangel School partnered with FACTS Management Company to help us manage our tuition payment program and financial aid assessment. We are pleased to continue working with them for next school year and remain confident that their programs offer greater efficiency and financial stability for the school while providing convenience to you, our families.

By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to our goal of improving the business side of our school.

Your family will realize the following benefits by using FACTS for your tuition payment plan needs:

- ✓ Enrolling in FACTS (new students): All students will be enrolled in FACTS Management for tuition collection and, if needed, financial aid assessment. Enrollment can be accomplished by simply going online and clicking on the FACTS logo on the St. Michael's website and completing the information requested. You may also visit <https://online.factsmgt.com/signin/4JRF7> and follow the simple, detailed instructions for creating an account and/or applying for financial aid. Be sure to also select your payment plan option after creating your login and password.

- ✓ Re-Enrollment in FACTS (existing students): You're ready to go! The existing account will be re-enrolled automatically. Changes to your personal or banking information can be done by you at any time; however, if you would like to change your existing payment plan option (i.e., switch from an annual pay to monthly, etc.), contact Julia Spehalski as soon as possible to ensure an efficient transition.

Nurturing Students. Challenging Minds. Inspiring Faith-Filled Leaders.


Primary School: 5040 St. Joseph Road, Coopersburg, PA 18036 610-965-4441
Middle School: 4121 Old Bethlehem Pike, Bethlehem, PA 18015 610-867-8422
www.st-mikes.com

- ✓ Tuition Payment Dates: In addition to options of full payment or semi-annual payments, you may choose a monthly option of either the 1st or 15th of each month from August through May as your payment dates. Automatic payments can be made from a checking or savings account or a credit card (e.g., American Express, Discover, MasterCard, or VISA). Please note that if you elect to use a credit card that there is a processing fee imposed by the credit card company on each transaction. Rates vary by company.
- ✓ Convenience and Security: Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
- ✓ Peace of Mind Insurance: FACTS offers each family this optional benefit for only \$17 per year. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
- ✓ Consumer Account: You may access your personal account or make payments online from the convenience of your home or office at any time.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason that we are continuing to rely on the help of FACTS Management Company. With FACTS, the school maintains decision-making control and, as always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

Thank you for your loyalty to St. Michael the Archangel School. We certainly depend on your support in our efforts to provide the highest quality education for your children. Your continued cooperation is appreciated as we remain committed to our mission. If you have any questions, feel free to contact Julia Spehalski, Bookkeeper, at 610.625.2748.

Sincerely,



Mrs. Colleen Weiss
Principal



November 2018

Dear Parents,

FACTS Grant & Aid Assessment will continue to conduct the financial needs analysis for St. Michael the Archangel School. Families who wish to apply for financial aid (EPSF, OSTC, and/or parish) will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by Friday, April 26, 2019.

Applicants can begin applying immediately at <https://online.factsmgt.com/signin/4JRF7>. (A link to FACTS can also be found on the homepage of the school website, www.st-mikes.com.) Once an online application has been completed and a payment plan has been selected, the following information will need to be sent to FACTS in order to complete the application process:

- ✓ Copies of your 2018 *Federal* tax forms including all supporting tax schedules
- ✓ Copies of 2018 W-2 forms for both parent wage-earners
- ✓ Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in PDF format online, faxed to 1.866.315.9264, or mailed to:

FACTS Grant and Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

Please be sure to include the Applicant ID on all faxed or mailed correspondence.

If you have any questions or concerns about the financial aid application process, feel free to contact a FACTS Customer Care Representative at 1.866.441.4637 or Julia Spehalski, Bookkeeper, at 610.625.2748.

Sincerely,

A handwritten signature in cursive script that reads "Mrs. Colleen Weiss".

Mrs. Colleen Weiss
Principal

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FACTS FINANCIAL AID ENROLLMENT PROCESS

If you are new to FACTS Management:

- ✓ Go to the FACTS logo on our school's website (www.st-mikes.com) and click on the FACTS logo (Quick Links). This will take you to the FACTS homepage for St. Michael's. Simply click Create a Username and Password in the New Account Section on the bottom right. Follow the prompts and, when completed, select Apply for Financial Aid (bottom right). Be sure to also Set-Up a Payment Plan. Financial aid cannot be awarded without a payment plan selection.

OR

- ✓ Go to <https://online.factsmgt.com/signin/4JRF7>
- ✓ On right side of page under New Account, click Create Username & Password

If you already have a Username & Password:

- ✓ Go to our school's **website** (www.st-mikes.com) and click on the FACTS logo (Quick Links)
- ✓ Enter your Username & Password
- ✓ From your home page, click Apply for Financial Aid