



St. Mark's

EPISCOPAL CHURCH AND SCHOOL

April 7, 2017

Dear Parents,

We have partnered with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools locally and over 6,500 schools nationally. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we can provide greater efficiency and financial stability for the school while providing convenience to families.

You will realize these benefits by using FACTS for your tuition payment plan and other incidental charges (lunch, aftercare, etc.):

1. **Payment:** Automatic payments can be made from a checking or savings account or from any variety of credit cards, if applicable. Credit card fees will no longer be as much as 3.99%; they will be significantly reduced to 2.75%. There is no fee for payments from checking or savings accounts.
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction. FACTS has the highest level of security standards in the industry.
3. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$17 per year per family. 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.
4. **Visibility:** You may check your family account activity or make payments online from the convenience of your home or office anytime. The online system is available 24 hours a day as well as the Customer Care Representatives.

Please read the attached information from FACTS to set up your account today! Thank you for your continued loyalty and support for St. Mark's. Your support and cooperation is appreciated, as we remain committed to our mission.

Sincerely,

Karin Anderson
Director of Finance and Operations

How to set up your FACTS Payment Plan:

Go to www.saintmarks.com click on Parents Web in the upper right corner.

Login into Parents Web as a parent using District Code SME-FL

Click on "Family Information" on the left column of your screen

Click on "Tuition Plan Sign Up"

You will be directed to the FACTS website screen to create your FACTS username and family profile and payment plan

Complete the set up process as directed

Note: Enter the grade level your children will be in for the 2017/18 year.

FACTS will include a one-time fee on your first bill for the annual charge for the payment billing process. If you chose to pay your bill in full or by semester, the fee will be \$20. If you elect to pay tuition monthly, the fee will be \$50.

You will receive many benefits in return for this small fee:

- FACTS has the highest security standards in the industry for protecting your bank/credit card information.
- You have access to see all of the activity in your account anytime and any day online.
- This will include your tuition, lunch, technology and other costs associated with your student.
- FACTS Customer Care Representatives are available to assist you 24 hours a day 7 days a week.
- You can make changes (address, phone number, email address or banking information) to your account online at any time.