



SAINT BERNARD SCHOOL

UPDATE ON TUITION PAYMENT PLAN INFORMATION

SPRING 2011

FACTS TUITION MANAGEMENT

Saint Bernard School will be using FACTS for all tuition collection for the school year 2011-2012. For single (June) payments or semester (June/December) payments, there is no enrollment fee. For quarterly payments (June, September, December and March) and for monthly payments (June through March), there is a onetime \$38 enrollment fee, assessed on the first payment and is paid directly to FACTS.

New options are available this year. You may sign up with FACTS as directed below beginning today. You must sign up before April 15, 2011. FACTS still has three (3) payment methods: automatic withdrawal from savings or checking accounts; invoices sent about 3 weeks before the due date; and credit card payments (with an additional service fee each payment).

Instead of selecting payment date either the 5th or the 20th of the month, this year you can select from the following dates: 10th, 15th, 25th, or the last day of the month.

THERE WILL BE NO ROLLOVERS IN FACTS THIS YEAR. EVERYONE MUST RE-ENROLL.

To sign up with FACTS Tuition Management:

1. Log onto the Saint Bernard website (www.saint-bernard.com).
2. Click on the FACTS Tuition Program (located on the left hand side of the screen)
3. If you are already using FACTS, follow the Returning User instructions.
4. If you are new to FACTS, click on the Get Started button. You will need to fill in your demographic information, bank account or credit card information (if that is your choice of payment), select the payment schedule etc.
5. Saint Bernard School will input the tuition and activity fee amounts. (Total tuition owed will show any scholarships or tuition assistance awarded). You will be sent a confirmation of the payment plan and payment amount in May.