**SAMPLE LETTER #1 – HIGHLIGHTED AREAS INDICATE INFORMATION MAY NEED TO BE EDITED/CUSTOMIZED FOR YOUR SCHOOL**

Dear Parents,

At school name, we are constantly looking for ways to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal, we will be partnering with FACTS to help manage our tuition payments for the 20XX-20XX school year. Our research indicates significant benefits to school staff and school families, including convenience, flexibility, and secure online access to individual account information.

# Families Wishing To Pay In Full

Payment in full can be made through FACTS’ secure online payment website https://online.factsmgt.com. Full payments are due on or before Date, 20XX. Online full payments can be made via:

**Automatic Bank Payment (ACH)** – ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

**Credit or Debit Card** – If you elect to use this option, your payment, along with a 2.85% fee, will be automatically charged to your credit card (Visa, AMEX, MasterCard, or Discover are accepted). Paying with your credit card allows you to take advantage of various bonus programs offered by your credit card company, but does incur a fee.

# Your Payment Plan Options

Equal payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit or debit card (with a 2.85% service fee added for credit or debit card payments only) on your choice of the 5th or 20th of the month. Visa, AMEX, Discover and MasterCard are accepted.

**---Insert payment plan options here---**

To enroll for your payment plan, visit <https://online.factsmgt.com>. If you have any questions, you can contact the school office or visit the FACTS Help & Support page at <https://FACTSmgt.com/Support>.

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year**.**

# Convenient Online Payment Plan Enrollment

Enrolling online is simple and secure. Go to: <https://online.factsmgt.com> to begin.

**Be sure to have the following information ready:**

* Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check. If paying by credit or debit card, have your card information available.
* Student ID information provided by the school.

After selecting your payment plan and before you click the Submit button, please carefully read the Final Review. Notification confirming your enrollment in a FACTS payment plan online will be sent to you after you submit your agreement.

If you have questions about enrolling in FACTS, please contact the school business office at XXX-XXX-XXXX. You may also contact FACTS directly (866) 441-4637. Once you’re enrolled, you can manage your agreement online at <https://online.factsmgt.com> by logging in with your username and password.

**SAMPLE LETTER #2**

Dear Parent:

Enclosed is the tuition payment information for the next school year. Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have contracted with FACTS to help us manage our tuition payment program. We are excited to be working with them and are confident this program will lead to greater financial stability for the school and more flexibility for our families.

All families will be required to enroll using one of the following FACTS payment plan options:

1. Monthly Payment Plan

(Example: Plan will run August-May and may be processed on the 5th or the 20th of each month).

1. Semi-Annual Plan (or Quarterly, etc)

 (Example: Semi-Annual payments will be processed in August and January on the 5th or 20th)

1. Payment in Full

(Example: Payment in Full August 5th or 20th)

By making your tuition payments through FACTS, you will pre-authorize a bank-to-bank transfer of funds from your bank account (or credit or debit card, if applicable) for your tuition payments. Please be assured that neither FACTS nor the school will have direct access to your financial account.

The FACTS program will enable us to project costs and income figures on a more solid basis. Additionally, school administrative staff can spend more time on education, development, and related issues.

We appreciate the opportunity to serve your family in the academic and social development of your children. Together we are dedicated to your children, and working with FACTS is one more step in assuring we can continue our mission.

Sincerely,

School Administrator

**SAMPLE LETTER #3**

Dear Parents:

In preparation for the upcoming school year we are making plans for improving the content and quality of our programs, while increasing efficiency in the office. In a review of our operations, we have been studying our method of handling tuition payments.

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have contracted with FACTS to help us manage our tuition payment program. We are excited to be working with them and are confident this program will lead to greater financial stability for the school.

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

* Convenient online payment plan sign-up and account management
* Receive email or text payment reminders before your payment is due
* Increased affordability
* Flexible payment options
* Secure payment processing

Please look for more details to follow in the coming weeks. As always, we thank you for your continued loyalty to school name and for your support in our efforts to fulfill the mission of exemplary private education for our students.

Sincerely,

School Administrator