



Saint John

SCHOOL

Dear Families of St. John School,

We are excited to continue partnering with FACTS Management, who will be handling the billing and collection of **ALL** tuition payments for the 2025 – 2026 academic year. It is our goal to provide you with an opportunity to conveniently manage your account and to complete tasks like making a payment, viewing your payment schedule and updating your account with flexibility and ease. We believe that our coordination with FACTS online and mobile solutions will offer you flexible payment plans and terms to meet your needs.

Returning Families

If you are a returning family and had a FACTS Payment Agreement for the 2024-25 school year, the school will re-enroll you into the same payment plan for the 2025-26 year. You **do not** need to set-up a new payment plan, please log into FACTS to make those adjustments. If you wish to change payment plans, please notify the school and we will adjust accordingly.

New Families

Depending on your student's enrollment, you must set up a FACTS payment for one of the following options:

1. Pay in Full

- Payment due August 1
- ACH or CC
- \$5 Enrollment fee

2. Monthly Payments

- Payments begin in July, 2025 and end in April, 2026
- Payment day options are 5th or 20th
- ACH or CC
- \$50 enrollment fee

You should also be aware of the following:

- **All families MUST** enroll in one of the above plans, regardless of your payment options for tuition.
- Payment methods available include recurring automatic withdrawal through checking or savings and credit card.
- Credit card payments are subject to a 2.95% convenience fee.
- Automatic withdrawal payments that return for insufficient funds will incur a \$20 fee.

Please use the following link to create your agreement with FACTS. You will need to create a username and password, enter demographic information, student information, and choose the payment plan that works best for you and your preferred payment method. If you already have an account with FACTS, you can log in using your existing username and password.

<https://online.factsmgt.com/signin/3JM07>

Once you have completed this process, we will be able to enter your specific tuition amount due and finalize your agreement. As soon as we are able to finalize your agreement, you will receive a confirmation letter from FACTS outlining your tuition payments.

Please be sure to complete this process by May 9, 2025, and contact the school office with any questions.

Quick Tip

It is important to **verify that the email address in the FACTS system is your preferred email address(es)** for anything related to tuition or fees due to Saint John School. FACTS uses this email address for all future notifications. In addition, if there is someone, other than the primary payer listed in the system, calling into FACTS with account inquiries or to make a payment, it is important they are added as an 'Authorized Party'. If anyone other than the primary payer or the authorized party calls into FACTS, they will not be able to receive any account information, in accordance with privacy laws.

In His Love,

Mother Elaine Moorcroft, SCMC

Principal