



Dear Parents,

St. Francis Xavier School uses FACTS Management Company to help manage our tuition payments. About 88% of schools within the Archdiocese of Chicago use a third party vendor and the majority of them use FACTS. These are the benefits of using FACTS for your tuition payment plan:

1. **Payment Dates:** You may choose either the 1<sup>st</sup> or 15<sup>th</sup> of the month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards (with 2.85% convenience fee added for credit or debit card payments only).
2. **Enrolling in FACTS:** FACTS enrollment fee will be \$10, \$20, or \$35 depending on the number of payments you choose for paying your tuition.
  - a. Returning families will be automatically enrolled in the same payment plan that they had in place for the 2020-2021 school year unless they contact Jane Bandyk to make a change. FACTS will send an email message when the 2021-2022 tuition payment site becomes available.
  - b. New families will receive an email invitation from FACTS with information necessary to enroll. Included in the invite will be the web address that will take you to the registration page on the FACTS website.
3. **Incidental Bills:** Additional fees (such as field trips) will also be processed through FACTS.
4. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$22.50 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.
5. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
6. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.
7. **Decision-making control:** As always, we will continue to work with families should special circumstances arise during the school year.

Thank you for your commitment towards St. Francis Xavier School. We depend on your support in our efforts to provide the highest quality of education for your children. If you have questions, feel free to contact our Accountant, Jane Bandyk at 708-352-0168 or [jbandyk@sfxlg.org](mailto:jbandyk@sfxlg.org).

Sincerely,

Sharon M. Garcia  
Principal

