



St. Edward School • 4200 S. Mead St. Seattle WA 98118 • 206-725-1774 • fax 206-725-4569

June 29, 2018

Dear St. Edward School Parents,

As previously mentioned in our FYI, St. Edward School has contracted with FACTS Management Company 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.

While all families will be required to enroll, it's important to note that you have some payment plan options. You can choose:

- 1. Monthly Payment Plan (Yearly fee for this plan is \$43)**
Plan will run August – May and will be processed on the 5th or the 20th of each month
- 2. Semi-Annual Plan (Yearly fee for this plan is \$10)**
Two payments will be processed; one in August 2018 and one in January 2019
- 3. Payment in Full (There is no fee for this plan)**
Payment in full no later than August 15, 2018

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 St. Edward School will have direct access to your financial account.

Setting up your account is quick and easy. Go to <https://online.factsmgt.com/signin/4C7RF> and sign in. If you have previously used FACTS (for Fulcrum application), you can use your same username and password. Otherwise, click on the “**Create a username and password**” button. Then click on the “**Set Up a Payment Plan**” button or “**Start Application**” button. Select the appropriate school year. Complete the steps as prompted. Please complete this by July 31, 2018.

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 all of your support, and feel blessed to be able to serve your family in the academic and social development of your children. Best wishes for a wonderful summer!

Mary Lundeen, Principal

