ENROLLING IN FACTS TUITION MANAGEMENT PROGRAM

Sending your child to a private school is an important and worthwhile decision you've made as a parent. The outstanding education your child will receive will last a lifetime.

To make paying for tuition as easy and convenient as possible, St. Michael has enlisted the services of FACTS Tuition Management Company.

Payment Plan Options Through FACTS

- **Single Payment.** Full payment will be automatically deducted from a checking or savings account on or before June 1, 2017. There is no fee for the single payment plan.
- **2 payment plan through FACTS.** Two equal installments will be automatically deducted from a checking or savings in June, 2017 and October, 2017. There is an annual $10.00 non-refundable enrollment fee for the two payment plan.
- **10 monthly payments through FACTS.** Payments will be automatically deducted from a checking or savings account beginning April, 2017 and ending January, 2018. There is an annual $45.00 non-refundable fee for the monthly payment plan.

To Enroll in One of Our FACTS Payment Plans

Make sure to have the following information ready:

- The name, address, and email of the person responsible for making the payments. Please note the person responsible for payment should be the person setting up the agreement online.
- You will need the bank name, account number, and the bank routing number. A checking or savings account may be used as well as MasterCard, Discover, and American Express. There is a 2.85% additional charge paid by the family if using a credit card.
- Go to http://www.livoniastmichael.org/sms and click on the FACTS logo (scroll to bottom, left-hand corner).
- Click on the “Create a username & password” button under “New Account” and complete the online account profile including creating a username, and password (you may wish to write this down for future reference).
- Enter student information for EACH student on the agreement.
- Select a payment plan option, 10 months, April 2017 through January 2018 (the 5th or the 20th), 2 payments, June 2017, and October 2017 (the 5th or the 20th), or single payment, on or before June 1, 2017. Lastly, select the method of payment.

Please Note:

- St. Michael will enter the net tuition amount (total tuition less registration fee paid directly to school and financial aid, if applicable) for you at a later time.
- Please carefully review the terms and conditions before completing the FACTS payment plan. Written notification confirming your enrollment in a FACTS payment plan will be sent to you after the school enters the net tuition amount due for the year and the agreement is finalized by FACTS. The FACTS enrollment fee will be withdrawn approximately 14 business days of the agreement being posted to the system.
- Once enrolled, you may view your personal FACTS account online anytime by clicking on the FACTS icon from the St. Michael School website. You must know your username and password.
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_Frequently Asked Questions_

1. **If payments are made automatically, does that mean FACTS or the school listed on my agreement has direct access to my account?**
   No. This is a common misconception about automatic payments. No one other than you and your financial institution has direct access to your account.

2. **How can I be assured these transactions are secure?**
   When you consider that bank research shows that as many as 10 people handle a check from the time it is written until the funds are deducted from your account, ACH transactions are far more secure than writing a check. With electronic payments, the transactions pass electronically through the banking system.

3. **When and what time will the funds be withdrawn from my bank account?**
   FACTS specifies the date each payment will occur, but it is your financial institution that determines the time of day the payment is debited. FACTS recommends you check with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be attempted the following business day.

4. **How will I be notified of my payment information?**
   Once your agreement is posted to the FACTS system and the School enters the net tuition amount, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification has important information you must have to access your online FACTS account.

5. **What happens if FACTS attempts to process my payment and there are not enough funds in my account?**
   Should an automatic bank payment or credit card payment be returned, a $30.00 FACTS Returned Payment Fee will be automatically assessed to your account. You will be notified by FACTS of the returned payment via mail or e-mail. FACTS will automatically reattempt the payment 15 days later.

6. **What about enrollment in the FACTS payment plan in future years?**
   The FACTS payment plan enables the school to automatically reenroll families in payment plans over successive years, saving time for both the school office and your family.

7. **What if one experiences a financial hardship?**
   The school maintains decision-making control. We will work with families should special circumstances or "hardship" cases arise during the school year. Please contact the rectory office in such cases.

Should you have any questions regarding this plan, please contact Lisa Hudy, Director, Tuition Services at (734)261-1455, ext. 210. After you register for a payment plan, you may also contact FACTS customer service at (866)441-4637, available 24/7.