***St. Joseph/St. Robert School***

**FACTS Tuition Management**

St. Joseph/St. Robert School utilizes FACTS for its tuition management needs. Current FACTS tuition accounts will automatically roll over for the 2021-2022 school year. Families will receive an email from FACTS with their tuition balance and payment schedule by April 1st. **After reviewing their 2021-2022 payment schedule, if a family requires any changes to their payment plan they should contact FACTS at 866-441-4637.** All other questions on tuition can be directed to the Business Manager, Dorothy Aschenbrenner at daschenbrenner@stjstr.org.

**All new families** must enroll in FACTS on-line ***after February 15th***. The link to enroll is on the school website under the tab “Admissions/Application Forms/FACTS Tuition Registration.”

**Tuition Payment Plans & Administrative Fees**

* Monthly – July through April; $42 administrative fee charged upon enrollment (same as prior year)
* Semi – July and January; $15 administrative fee charged upon enrollment (increased from prior year)
* Pay in full by July 1st; no administrative fee (same as prior year)

Families can choose the payment day – either the 1st or 10th of the month.

**Methods of Payment**

* direct debit from bank account (strongly recommended as BEST PRACTICE)
* automatic charge to credit card
* on-line payments, including through the mobile app
* phone payments
* checks mailed to its lockbox

***New for 2021-2022 School Year***: SJR School is implementing FACTS “Incidental Billing” (IB) for certain school fees including the application fee. When families establish a tuition payment plan, the IB plan is automatically implemented. The application fee is billed in in early February with due dates in February (and March for families with multiple students).

**All questions on the school’s tuition policy or FACTS Tuition Management, should be directed to Dorothy Aschenbrenner at the school office, or at daschenbrenner@stjstr.org.**