

IF YOU ARE PAYING TUITION AND/OR FEES THROUGH FACTS

(required if making monthly payments):

If you made payments **to SFCHS** through FACTS during the 2014-15 school year, and you do not need to make any changes in your demographic or banking information that were used by FACTS for 2014-15, you need to do nothing. The school will enter the 2015/16 charges and you should receive an e-mail confirming the amounts entered, and advising that the annual \$38 processing fee charged by FACTS will be drafted from your bank account.

If you DID NOT make payments **to SFCHS** through FACTS during the 2014-15 school year, or if you need to make any demographic or banking information changes to your FACTS account from 2014-15, please follow the instructions for setting up or making changes to an account with FACTS. **This must be completed by May 8, 2015**, to allow sufficient time for the school to make the entry of charges in a timely manner. The sooner you are able to do it, the better. The only charge you will see to your account prior to June (if you are making 12 payments) or August (if you are making 10 payments) is the \$38 processing fee, which is charged by FACTS within a week or two of an account being finalized and submitted to FACTS.

Also please put in weekly reminder and newsletter:

TUITION ASSISTANCE 2015/2016

Applications for tuition assistance **MUST** be made online through FACTS Tuition Management Company and completed by the April 13, 2015 deadline. The FACTS company requires payment of a processing fee and documentation of you 2014 income.