



THIS LETTER CONTAINS VERY IMPORTANT INFORMATION REGARDING YOUR TUITION FOR THE 2010-2011 SCHOOL YEAR. PLEASE READ THIS ENTIRE LETTER THOROUGHLY!

Our Partnership with FACTS

Dear FRCS Parents,

At Front Range Christian School we are constantly looking for ways to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we will once again be partnering with FACTS Management Company to help manage our tuition payments for the 2010-2011 school year.

FACTS is the leading tuition management service in the nation serving more than 4,000 private and faith-based schools and have processed payments for over two million families. Our research indicates significant benefits to school staff and school families including convenience, flexibility, and secure on-line access to individual account information.

A Sensible Plan

You will have the choice to make your tuition payment in full or set up a monthly tuition payment plan. A FACTS contract is required for all new families to FRCS.

Families Wishing to Pay In Full

Payment in full is made directly to Front Range Christian School (by check or money order).

Payments received by May 31, 2010 will receive a 3% discount. If you have a SCRIP credit, you will receive notice from the Finance Office and you will need to reduce your tuition payment by the amount of your credit. Adjustments will be made to your tuition account to reflect your Scrip credit.

Budgeted Payment Plan Options

Budgeted EFT/ACH Payments: *Payments you have authorized FACTS to process directly through your financial institution.* It is simply a bank-to-bank transfer of funds that you have pre-approved from a designated checking or savings account (annual processing fee of \$38) on the 5th or 20th of the month.

Monthly payments through FACTS Management by EFT (electronic funds transfer) on the **5th** or **20th** of the month:

Plan A: **10-month plan:** 10 continuous payments (August through May)

Plan B: **12-month plan:** 12 continuous payments (July through June)

Semester payments: 2 equal payments (July and December) through FACTS Management by EFT.

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year.

Please note: You must pay your tuition balance or enroll in a payment plan before your high school student(s) can register for classes this summer and before your elementary student(s) can receive classroom lists. Also, if you have any outstanding tuition due from the current year, you will not be able to enroll in a FACTS tuition plan. Please contact me if you are late with your current tuition payments or if you wish to pay your registration fees.

If you have been awarded a tuition scholarship, your tuition will not be reduced until I have received your “Parent/Student Tuition Scholarship Agreement Letter” letting me know you agree to the terms of your scholarship. If you have applied for a scholarship and have not heard back, your tuition will be calculated through the normal process. Your tuition balance will be adjusted as soon as I receive your agreement letter.

Frequently Asked Questions

- 1. When and what time will the funds for my payment plan be withdrawn from my bank account?** While FACTS transacts each payment on the specified date (5th or 20th), it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking 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 transacted the following business day.
- 2. How will I be notified of my payment information?** Once your agreement for budgeted tuition payments is posted to the FACTS system, 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 contains information you must have to log on to *MyFACTS* Account permitting the responsible party to view their account online.
- 3. What is the FACTS Access Code?** To help protect your privacy, FACTS will randomly create an access code for you. If you should inquire online through *MyFACTS* Account or call FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code. Your access code will be included on confirmation notification.
- 4. 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 \$25.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any penalty your bank or the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, the reattempt will occur on the 20th; for payment scheduled for the 20th, the reattempt will occur on the 5th of the following month.

We Look Forward to Serving You Better!

Front Range Christian School looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. If any step of the process is unclear, do not hesitate to contact me at 303.531.4546 or FACTS at 800.624.7092.

In His Service,

Peggy Adams

Peggy Adams, Finance Manager
Front Range Christian School