

Presentation of Mary Academy

Private Catholic Coeducational Academy Pre-Kindergarten through Grade 8

Dear Parent:

Our records indicate that you wish to enroll in the **FACTS tuition management program** for the 2010-2011 school year, in order to pay your tuition charges.

You must fill out your form **online** conveniently from your home or work. Simply go online to our school website: www.pmaschool.org and click on the FACTS payment plan icon on our homepage. Your instructions for the FACTS website are on the back of this letter. **You must enroll with FACTS before April 30, 2010.**

We have adopted the following tuition payment policy for the next school year. Families can pay their tuition in one of following ways:

Monthly:

1. **10** automatic monthly payments through the FACTS Payment Plan Payments will start **July 2010 through April 2011.**
2. **12** automatic monthly payments through the FACTS Payment Plan Payments will start **July 2010 through June 2011.**

Payments are processed on the 5th, 10th or the 20th of each month. There is a \$38.00 per year, per family charge for using this option.

Semi-Annual:

2 payment option will be processed in **July and January**, you may choose the 5th, 10th or 20th. There is a \$10.00 per year, per family charge for using this option.

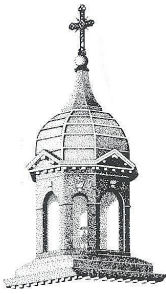
By making your tuition payments through FACTS, you will pre-authorize a bank to bank transfer of funds from your bank account (or Credit Card, if applicable) for your tuition payments. Please be assured that neither FACTS nor the school will have direct access to your financial account. FACTS Management Company also offers *optional* Peace of Mind insurance coverage (\$12.00 per year) for the person paying tuition and his/her legal spouse. If you have any questions, please contact a FACTS representative at 1-866-441-4637.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we enlist the help of the FACTS Management Company. The FACTS program enables us to project costs and income figures on a more solid basis. Thank you for your continued loyalty and support to PMA. Your continued cooperation is appreciated, as we remain committed to our mission to provide the highest quality of education for your children.

If you have any questions, feel free to contact me in the Business Office at 603 889-6054 x204.

Sincerely,

Donna M. DesRuisseaux
Business Manager



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FACTS PAYMENT PLAN INSTRUCTIONS

Go to our school's website www.pmaschool.org and click on the FACTS information link on our home page.

Once on the FACTS Website, click the '**Get Started**' button under '**New User**'.

Follow Steps 1 – 6:

1. Enter student information for *each* student on the agreement.
Student id: SMITH, JOHN (ALL CAPS)
First Name: John
Last Name: Smith
Grade Level: 4 Grade in Fall 2010
2. Select a payment plan option.
3. Enter the Responsible Party's demographic information. Create a user name and password to maintain your online account and agreement information. Select security questions and answers to identify yourself when contacting FACTS.
(Please retain security information for your records).
4. Enter financial account information for making payments.
5. Review your account summary and click the 'Submit' button.
6. Select to print or e-mail your confirmation page. It includes your agreement number which will be needed when referencing your tuition payment plan with your school and FACTS.

If you have any questions, please contact a FACTS representative at (866) 441-4637 or by email at inquiry@factsmgt.com