

FACTS Tuition Plan/Direct Payment

St. Matthew School uses the **FACTS** Management tuition payment system to provide you with a secure and convenient way to automatically make tuition payments. Families paying tuition in more than two payments **must** be on this automated plan with **FACTS**. Families that are fundraising participants under Rate 1 or Rate 2, and are enrolled in the **FACTS** payment system, **have the option** of spreading the annual \$600 SCRIPs fee over monthly payments.

FACTS will facilitate withdrawing the funds from either a checking or savings account each month. You also have the option of setting up a credit card payment yourself when you need to pay this way. Visa, Discover and American Express are accepted. There is a fee for paying by credit card.

Here's how the FACTS plan works:

Log onto the **FACTS** site at <https://online.factsmgt.com> to establish your account with St. Matthew School. Once our Bookkeeper sees your account, your monthly rate will be entered into the system. Your authorized regularly scheduled payments will be made from your checking or savings account on the day of the month that you requested on your registration paperwork. Proof of payment will appear on your statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. Students transferring out before the end of the school year are required to give 30 days written notice.

The **FACTS** customer service number is 866-412-4637

The St. Matthew School Bookkeeper can be contacted at 732-985-05063 x122 during regular business hours or by email at bookkeeper@stmatthewtheapostle.com. The Business Office is located at the St. Matthew Rectory at 81 Seymour Avenue.