

June 23, 2020

Re: New Process for funding Cafeteria Accounts and paying Athletic Fees

Dear Parents,

We are excited to announce that we will be introducing a new way to pay for your student's cafeteria account and athletic school fees. We will be utilizing FACTS, our current online tuition and registration fee payment vendor, to now accept online payments to fund cafeteria accounts and athletic fees. We will be utilizing the PREPAY ACCOUNT in FACTS to track your family's Cafeteria prepaid balance. This section appears on your FACTS home screen on the right hand side, separate from your tuition and registration fees and is titled "PREPAY ACCOUNT". Your family cafeteria account prepaid balance from the last day of school, March 13, 2020, has already been credited into your PREPAY FACTS ACCOUNT.

Going forward you will be able to log into your FACTS account and track what your student is purchasing in our cafeteria. When your prepaid account balance reaches \$10.00 or below, you will receive an email that it is time to fund your PREPAY Cafeteria account. Funding your account is as easy as logging into FACTS and entering the amount you want to pay on your account. FACTS will then transfer the money directly from your bank account or credit card to St. Michael's bank account. This will eliminate the student bringing the money to school and streamline our process, just as we did when we implemented FACTS to pay tuition and registration fees.

With this change, we will be eliminating the weekly notices that were previously sent home each Friday showing your family's cafeteria balance.

Athletic Fees and Before/After School Care will be billed through your INCIDENTAL EXPENSES FACTS account. When your student registers for a sport or extended care at St. Michael's, a charge will be posted to this account and the amount will be deducted from your bank account or credit card enrolled with FACTS. We will no longer accept payments through school, all payments must be made through your FACTS account.

If you have any questions regarding these changes or have trouble utilizing your FACTS account, please contact me in the parish office at 765-647-5462 or dweekley@etczone.com.

Thank you for helping us to improve our processes!

Donna Weekley
Business Manager

