

March 15, 2010

Dear St. James' Parents:

FACTS Tuition Management has recently upgraded their website to offer better service to our families. Here are several new benefits

- You can make up missed tuition payments
- You can make a tuition payment in advance
- You can add multiple payment methods to your online FACTS profile (i.e. credit card, bank account)
- You can switch between payment methods throughout the year (credit card to bank account or vice versa)

FACTS online payment portal provides direct access to its website for tuition payments. Enrolling online is simple and secure at <https://online.factsmgmt.com>. Be sure to have the following information ready

- Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.
- If paying by credit card, have your card information available.
- Account Code (or, as FACTS calls it, *Student ID*). If you are not sure of your Account Code, leave the field blank, and we will enter it for you.

If your family selected the Monthly Payment Plan, you must submit all payments through FACTS Tuition Management's secure online website at <https://online.factsmgmt.com>. Equal payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit card (with 2.5% convenience fee added for credit cards payments only) on the 5th of each month. AMEX, Discover, and MasterCard are accepted. VISA does not participate in the FACTS program. Due to the change in website, all St. James' families in the monthly payment plan need to enroll online with FACTS (whether you are new to FACTS or a returning family).

If your family selected the Annual Payment Plan, you have the option of paying in full through FACTS Tuition Management's secure online payment website at <https://online.factsmgmt.com>. Payment will be automatically deducted from a designated checking or savings account or automatically charged to a credit card on July 5, 2010 (with 2.5% convenience fee added for credit cards payments only). AMEX, Discover, and MasterCard are accepted. VISA does not participate in the FACTS program.

As always, we will continue to work with families should special circumstances or hardship cases arise during the school year.

Please remember to carefully read the "Final Review" before clicking the "Submit" button in order to verify all of the information you have entered. Notification confirming

your enrollment with FACTS will be sent to you after you submit your agreement.

The enclosed orange handout provides step-by-step instructions on how to enroll with FACTS online. Attached you will find a flyer from FACTS providing you with some general information about their company.

If you have any questions, contact Maritza Jimenez at 213-233-0133 x 304.

Sincerely,

A handwritten signature in cursive script that reads "Najah Lowe". The signature is written in black ink and is positioned below the word "Sincerely,".

Mrs. Najah Lowe  
Director of Finance and Operations