

MARTIN LUTHER CHAPEL

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and CHRISTIAN SCHOOL

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Dear Parents,

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have partnered with FACTS Management Company to help us manage our tuition payment. FACTS is used by many schools locally and over 4,000 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

One of our primary goals this year at MLCS is to concentrate our efforts on improving the *business side* of our school. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to this goal.

You will realize these benefits by using FACTS for your tuition payment plan:

1. Payment Dates: Our payment date remains the 10th of the month. **FACTS must receive payment by the 10th**. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable.
2. Increased billings handled by FACTS: Preschool Childcare will be handled through FACTS along with optional Discounted Before and After School Childcare.
3. Enrolling in FACTS: You may enroll in FACTS by going online (go to our website: www.mlchapel.org, select School Resources and click on the FACTS payment plan icon) - all from the comfort of your home. If you do not feel comfortable or do not have Internet access, please stop by the office so we may assist you in completing this process (bank routing number and account are needed if automatic bank payments).
4. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction. **Please note that FACTS handled payments made to the office will be accessed a processing fee.**
5. Peace of Mind Insurance: FACTS offers this optional benefit for only \$12 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
6. Consumer Account: You may check your personal account or make payments on-line (if applicable) from the convenience of your home or office anytime.

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 are enlisting the help of the FACTS Management Company. 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.

Thank you for your continued loyalty and support for MLCS. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission.

Sincerely,
School Administration