



St Francis of Assisi Parish

2150 Frieze Avenue, Ann Arbor, Michigan 48104

Dear Parents and Guardians of Saint Francis School Students:

Among other things, Saint Francis of Assisi Parish exists to provide a world-class Catholic education to Ann Arbor and the surrounding community. Welcoming all students, our parish school and its amazing staff does just that! We are glad you are planning to join us for the upcoming academic year. The business office runs in the background to provide financial information and support to your family so that your student can receive an amazing educational experience. **Jackie Pearson** is our bookkeeper dedicated to the school and able to help you manage your account. Contact her by email (jpearson@stfrancisa2.org) or by phone (734-821-2113).

Here are several important pieces of information:

- **FACTS:** This system is used to manage tuition payments and, when applicable, to make tuition assistance decisions. All families need to have a FACTS account, so please register as soon as you begin the registration process if you haven't done so already:

<https://online.factsmgt.com/signin/4KXV4>

FACTS can provide any assistance needed by calling 866-441-4637.

- **Tuition:** Your family's tuition can be paid annually at the beginning of the year, semi-annually at the beginning of each semester or in six equal installments (August, September, October, January, February, and March). There are several options for making your monthly tuition payment:
 - **ACH:** FACTS can now process your monthly tuition payment by ACH for no processing fee.
 - **Credit Card:** FACTS can process your monthly tuition payment if you choose to use a credit card. There is a small processing fee that you would pay (less than 3%).
 - **Check:** While electronic payments through FACTS are preferred, you can mail or drop off your monthly tuition payment. Please note that a \$30 fee will be assessed to your account for late payments or returned checks.
- **Tuition assistance:** We have options to help families with tuition costs primarily by applying for tuition assistance from our scholarship fund. Please see our website for additional information:
www.strancisa2.com/schoolforms
If you happen to be in a financial position to provide assistance to other school families, please consider making a contribution to the Hopes and Dreams Tuition Assistance Fund. Please see the parish website.
- **Parish Support:** as mentioned above, Saint Francis School is one of several ministries maintained by this Parish. It has been sustained generously for generations and everyone is *encouraged* to join this community to be an active part of all that is happening here. The School and Church communities are one and the school budget is based on receiving some degree of financial and material support from the Parish. Tuition rates have been set with an expectation that each family will contribute financially to Saint Francis. *For reference*, the Parish budget spends nearly \$1,200 per student per year on custodial, utilities, and repair/maintenance of the school. Please be as generous as you can to the Church!

Again, welcome to Saint Francis School. Please let us know when you have questions or need any help!

Sincerely,

Robert Kehn
Parish Business Manager