



ST. FRANCIS OF ASSISI CATHOLIC CHURCH
4556 TELEGRAPH ROAD | ST. LOUIS, MO 63129

314.487.5736 X129 | KWEBER@SFASTL.ORG

2019/2020 PSR Registration Information

Dear St. Francis of Assisi PSR Parents:

I would like to welcome you to our SFA Parish School of Religion.

"You will be the first teachers of your child in the ways of the faith. May you also be the best of teachers, bearing witness to the faith by what you say and do in Christ Jesus the Lord."

---Rite of Baptism

Our PSR program is a cooperative effort between the catechists and parents to share our Catholic Faith with you children in grades 1 through 8. We also offer an on-line version of our classes for grade 1, and for grades 3 through 6. Children do have to come to class and be in attendance for grades 2, 7 and 8 to ensure they are prepared for the Sacraments of Reconciliation, First Communion, and Confirmation. Class meet each Monday from 5:30pm to 7:00pm.

This year, registration is on line. Go to our website <http://sfastl.org/parish-school-of-religion/> to access our online registration form. You will also find a link to the FACTS website if you need it. See the information below for more information. If your child is new to our program, a copy of the baptismal certificate is required before classes begin.

This year, the tuition will be as follows:

- Registration fee – paid by all families - \$25 per family
- 1 child - \$185
- 2 children - \$260
- 3 or more children - \$310
- 2nd graders First Communion Fee - \$15
- 8th graders Confirmation Fee - \$65
- Home School option - \$40 per student (note restrictions listed above)

This year, if you will not be paying your tuition upfront, you'll be making payments using the FACTS system. The FACTS Management system is the nation's leading tuition payment plan provider for private and faith-based schools. For more information, see the brochure attached to this packet. We've made some administrative changes in how we track tuition, and because of this it is important that all families making payments pay their tuition pay through FACTS. See the attached for more details.

Let us continue to pray for the success of our Parish School of Religion, and spread the good news that we continue to be Academically Excellent and Passionately Catholic. If you have questions about PSR, please contact Karen Weber, PSR Coordinator at kweber@sfastl.org, or at 314-487-5736 ext. 129.

PSR Mission Statement: St. Francis of Assisi Parish School of Religion is a Catholic religious education program, for public school students in grades 1 through 8 that assists parents in teaching the Catholic faith and in helping to create a loving relationship with God.

Sincerely,

A handwritten signature in black ink, appearing to read "Rev. Anthony Yates".

Rev. Anthony Yates
Pastor



**Tuition Payment Policies and Procedures
For the 2019-2020 PSR School Year**
(Please retain for reference throughout the school year.)

Payment Options & Tuition Delinquency Processes

All families shall be expected to make tuition payments according to one of the following payment plans. Options for payments are as follows:

Full Payment option (THIS IS HOW MOST FAMILIES ARE EXPECTED TO PAY):

- **Payment Processing** - Under this option, the entire amount of tuition is paid on or before August 15th. **This is paid via cash or check directly to the parish.**
 - When full payment has not been made by August 15th, the family will be contacted by the Parish office concerning the missed payment date. If the funds are not received, all tuition payments shall be made through FACTS Tuition Management system under one of the options below.

Two Payment plan option via FACTS:

- **Payment Processing** - Under this option, payments are due August 15th, 2019 and January 15th, 2020. This option is an automatic payment plan made through a checking or savings account. Those choosing this option will authorize their bank to make automatic payments to FACTS. **Payments made under this option are required to be made through FACTS.** There is a one-time processing fee of \$20 (paid by the family) that will be charged to the account by FACTS prior to the August payment. You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option.
- **Delinquencies** - PSR families who choose the two payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for example, if a payment fails on the 15th, FACTS will try to draw that payment again on the 30th of that same month. If it fails again, FACTS will attempt to draw that payment again on the 15th of the next month).
 - Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.
 - PSR families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to PSR.

Quarterly Payment Plan via FACTS –

- **Payment processing** - under this option, the amount of tuition is paid quarterly with payments due in August, November, February and May (on either the 5th or the 20th of the month). This option is an automatic payment plan made through a checking or savings account. **Payments made under this option are required to be made through FACTS.** Those choosing this option will authorize their bank to make automatic payments to FACTS. A one-time processing fee of \$50 will be charged to the account by FACTS prior to the first payment due date. You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option.
- **Delinquencies** - PSR families who choose the quarterly payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for



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example, if a payment fails on the 5th, FACTS will try to draw that payment again on the 20th of that same month. If it fails again, FACTS will attempt to draw that payment again on the 5th of the next month).

- Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.
- PSR families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to PSR.

Special note: In situations where parents are divorced, separated, or unmarried, and tuition is to be split between two parties, families can arrange split tuition payment arrangements with each family paying through their own FACTS account. Each party will need to complete a tuition contract, with the tuition amounts adjusted accordingly. Please notify the Director of Operations & Finance if you are in this situation.

Non-Admission of Students due to Tuition Delinquency:

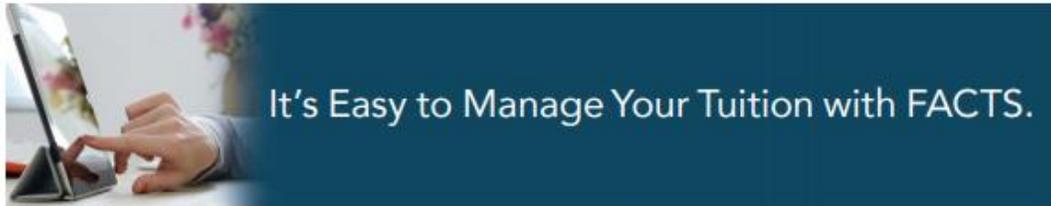
PSR families failing to pay tuition according to the agreement which they have made with the parish or who have been unwilling to make suitable alternative arrangements with the parish, will be informed that their child(ren) will not be re-admitted to PSR as outlined above.

All families must be current on their tuition.

Delinquent Tuition from Previous Years:

All previously unpaid tuition must be paid by August 15TH if a student is to be re-admitted on the first day of PSR for a new PSR year.

Payments are to be made directly to the parish office. If payment is not possible, suitable arrangements must be made with the PSR Coordinator or the Director of Operations & Finance.



Payment Plans for Every Kind of Life

FACTS Management is the nation's leading tuition payment plan provider for private and faith-based schools. We're honored to serve more than 6,500 schools nationwide—including yours.

How We Help Families

FACTS allows families to budget their tuition, making private school much more accessible and affordable. Our process is simple, convenient, and secure.

To get started: Visit your school's website, click the FACTS link to create a customer profile, and set up a payment plan.

Frequently Asked Questions

Q. Is my information secure?

A. Yes. Your personal information, including payment information, is protected with the highest security standards in the industry.

Q. When will my payments be due?

A. Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.

Q. What happens when my payment falls on a weekend or a holiday?

A. Your payment will be processed on the next business day.

Q. What happens if a payment is returned?

A. Returned payments may be subject to a [FACTS returned payment fee](#); watch for a returned payment notice for additional information.

Q. Who should I call if I have questions or concerns about my payment plan?

A. FACTS is available 24/7 at 866.441.4637.

Customer Care Representatives are available to assist you at 866.441.4637.

To learn more, visit us at: online.factsmgt.com

