**IMPORTANT FACTS INFORMATION**

Online: <https://online.factsmgt.com/signin/4L2P7>

FACTS Phone: 1-866-441-4637

**2022 – 2023 SCHOOL YEAR**

Financial Agreements – OPENS February 1, 2022

Grant Management Applications – OPENS February 1, 2022

Grant Management Applications – CLOSES March 15, 2022

Dear Parents/Guardians:

FACTS Management will again be providing us with a compliant financial management system and give you secure tuition and fee payment options for the 2022-2023 school year. Partnering again with FACTS will allow us to focus on issues that directly impact the quality of our education program and shift resources to increase the time spent on enrollment and development activities.

**FOR CURRENT FAMILIES THAT ARE RETURNING**

Returning families will have their current payment plan rolled over to the 2022-2023 school year and do not have to set up a new plan. If you have a student to add to your account, or if you need to change the type of plan you have, please contact Ms. Tamera at 412-242-3515 x. 100 or [office@stbca.net](mailto:office@stbca.net). If you need to change your banking information or update any demographic information, please log in to your account and update that information. All banking changes are to be completed by the parent/guardian through your FACTS account.

**FOR NEW FAMILIES**

FACTS offers the following:

1. AN EASY ONLINE ENROLLMENT PROCESS: Since all families are required to participate in this program, you will be able to visit our school’s website at [www.sistertheabowman.org](http://www.sistertheabowman.org) and click on “Resources”, “Financial Information”, and then the “Parent/Guardian Login” button to enroll, or you may visit the FACTS website at <https://online.factsmgt.com/signin/4L2P7> to enroll.
2. PAYMENT OPTIONS: Choose your payment plan, selecting a due date and payment method that works best for your family:
   1. An invoice mailed to your home, so you can pay with a check and mail to FACTS
   2. An invoice delivered electronically for online payment
   3. An automatic debit from a savings or checking account, or
   4. Payment via a credit card (with nominal convenience fee added)
3. CONVENIENT AND SECURE ACCOUNT MANAGEMENT: Manage your account via FACT’s secure website, <https://online.factsmgt.com/signin/4L2P7> , or access FACTS personnel toll-free at 1-866-441-4637 to answer your questions. Checking your account balance, making a payment, adding bank account or credit card details or updating your personal information is a couple of clicks or taps away.

FACTS ACTIVELY MANAGED PAYMENT PLANS allow you to choose your tuition payment plan. Choose one payment, semester payments, or various monthly payments to spread your student’s education expenses over small monthly installments paid over the course of the school year (10 months: July - May).

1. The one (1) payment plan has no enrollment fee (Payment due July 1st, 2022)
2. The two (2) pay payment plan (1 per semester) has a $10 enrollment fee (due July 15th, 2022 and February 15th 2023)
3. Any other payment plan has a $45 enrollment fee
4. No payment is due the month of January

Please know that FACTS will be serving all families in our school. IF YOU DO NOT CHOOSE A PAYMENT PLAN, AN INVOICED PAYMENT PLAN WILL BE CHOSEN FOR YOU.

**FACTS GRANT MANAGEMENT (SCHOLARSHIPS)**

New and returning families will need to log on to their FACTS account and complete the application for grant management. If your child is eligible and your application is not complete, your child may not receive a scholarship for the 2022-2023 school year. We strongly encourage you to apply today.

If you have any questions or need assistance, please contact Ms. Tamera at 412-242-3515 x. 100 or [office@stbca.net](mailto:office@stbca.net). You may also reach FACTS at 1-866-441-4637.

Thank you and we look forward to providing your children with academic excellence at Sister Thea Bowman Catholic Academy.

Sincerely,

Mrs. Stephanie Michael, Ms. Tamera Boozer,

Principal Office Administrator