IMPORTANT FACTS INFORMATION

June 2020

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 2020-2021 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.

RETURNING FAMILY INFORMATION

Returning families will have their current payment plan rolled over to the 20-21 school year and do not need 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 Mrs. Jaskulski at 412-242-3515 x 100 or mjaskulski@stbca.net. If you need to change banking information or update any demographic information, please log into your account and update that information. All banking changes are to be completed by the parent/guardian through your FACTS account.

NEW FAMILY INFORMATION

FACTS offers the following:

1. AN EASY ONLINE ENROLLMENT PROCESS: Since all families will be participating in this program, you will be able to visit our school's website at https://www.sistertheabowman.org/ and click on Resources, Financial Information and the PARENT/GUARDIAN login button to enroll, or you may visit the FACTS website at https://www.online.facts.mgt.com to enroll.

2. PAYMENT OPTIONS: Choose your payment plan, selecting a due date and payment method that works best for your family:
   a. An invoice mailed to your home, so you can pay with a check and mail to FACTS.
   b. An invoice delivered electronically for online payment.
   c. An automatic debit from a savings or checking account, or
   d. Payment via a credit card (with nominal convenience fee added)
3. **CONVENIENT AND SECURE ACCOUNT MANAGEMENT:** Manage your account via FACTS's secure website, [https://onlinefacts.mgt.com](https://onlinefacts.mgt.com), 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 smaller monthly installments paid over the course of the school year (10 months)

1. The one (1) payment plan has no enrollment fee (PAYMENT DUE JUNE 15, 2020)
2. The two (2) pay/1 semester payment plan has a $10 enrollment fee (DUE JUNE 15, 2020, AND FEBRUARY 15, 2021)
3. Any other payment plan has a $45 enrollment fee (your $50 registration fee covers this enrollment fee)

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**

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 2020-2021 school year. **Due to Covid 19 and the extension of tax return filing, if you have not filed your 2019 tax return, you MUST submit your 2018 tax return along with your 2019 W2.** We strongly encourage you to apply today while funds are currently available.

If you have any questions, or need assistance, please contact Mrs. Jaskulski at 412-242-3515 x 100 or mjaskulski@stbca.net.

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

Sincerely,

Stephanie Michael, Principal

Mary Ann Jaskulski, Office Administrator
FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your FACTS agreement, visit your school's website and locate the FACTS link, or go to https://online.factsmgt.com

FACTS CONFIRMATION NOTICE
Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked Questions
• Is my information secure?
  Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit FACTSmgt.com/Security-Compliance.

• When will my payments be due?
  Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.

• What happens when my payment falls on a weekend or a holiday?
  Your payment will be processed on the next business day.

• What happens if a payment is returned?
  Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.

• How do I make changes once my agreement is on the FACTS system?
  Changes to your address, phone number, email address, or banking information can be made at Online.FACTSmgt.com or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.

• What is the cost to set up a payment plan?
  If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS CUSTOMER SERVICE
We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. To view your payment plan details, log in to your FACTS account at Online.FACTSmgt.com. Customer Care Representatives are also available to assist you 24/7.

Online.FACTSmgt.com
FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit https://online.factsmgt.com/aid

If you have not filed your 2019 taxes, you must download your 2018 tax return as well as your 2019 W2 to be eligible for scholarship. The deadline has expired, but applications are still being considered until funds are depleted. APPLY TODAY!

After completing the online application, you will need to upload all required supporting documentation.

The following supporting documents are required to complete the application process:

- IRS Federal Income Tax Return, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.

- Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant.
  
  NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.

- Copies of all supporting tax documents if you have business income/loss from any of the following:
  
  Business - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  
  Farm - send Schedule F and Form 4562 Depreciation and Amortization
  
  Rental Property - send Schedule E (page 1)
  
  S-Corporation - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  
  Partnership - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  
  Estates and Trusts - send Schedule E (page 2), Form 1041 and Schedule K-1

IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers’ Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

All documentation received is imaged upon receipt and then destroyed.

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

A non-refundable application fee may be required before your application will be submitted.

NOTE: Award decisions are made by the institution providing the financial aid, not FACTS.