



August, 2019

Dear Parents & Guardians,

I hope your summer has been going well and you are enjoying the final days of summer vacation!

Looking ahead to the 2019/2020 academic year, there are a few updates I would like to share with you regarding financial accounts:

- All billing will continue to be done through your FACTS account. This will include:
 - Tuition
 - ECP (Extended Care Program)
 - Instrumental Fees
- It is very important for you to have a FACTS account set up. If you have not done so, or need directions on how to do this, please go to: www.nazarethschools.org
 1. Click "Admissions" at the top of the page
 2. Click "Tuition and Tuition Assistance" on the left hand side of page
 3. Click "FACTS Tuition Payment Program" on the left hand side of page
 4. Click on the FACTS logo (which is the Graduation Hat)
 5. This will bring you to the link to complete the FACTS application
- All your financial information will be in one place – the FACTS site. This should make it easier for you to view your account information and to have the information as you need it.
- All tuition, ECP, and instrumental fees must be paid in full in order for you to receive your child's progress report; for you to apply for financial aid; for you to re-register your child; and for your child to attend our summer camp program. Also, please keep in mind that delinquent accounts will be sent to a collection agency if not paid in full by the end of the school year.
- The pick-up time for ECP is NO LATER than 5:45 PM. If you pick up your child after 5:45 PM, you will be charged for an additional full hour. If you chronically pick up your child late (after 5:45 PM), your child will not be able to attend ECP.
- If at any time you experience financial difficulties, please call and let me know. Do NOT close, freeze, or make your FACTS account inactive. I cannot help you if your FACTS account is closed, frozen, or inactive.

Please know that I am available to help you in any way I can. Feel free to call if you need assistance completing the FACTS enrollment; if you need to change the date of a payment; if you experience unfortunate circumstances and need assistance; or if you have questions about your account.

Remember that Nazareth Elementary is always sensitive to the sacrifices parents make to send their child to a private school. We offer financial aid to families as well as sibling discounts, Heritage Awards, and our Refer a Family Incentive Program.

I look forward to a successful school year ahead. Thank you for choosing Nazareth Elementary for your child. God bless our Nazareth family!

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