*School Logo/Letterhead*

Dear \_\_\_ Family:

On behalf of all of us at \_\_List School Here\_\_\_\_\_\_\_\_\_\_, I’m excited that you will be part of our family for the 2023-2024 school year! It is going to be a great year. I would like to share the monthly breakdown of your tuition payments for next year, which reflects any tuition assistance or discounts you are receiving from our school or through The HALO Initiative and others.

**Payment Breakdown**

12 months $\_\_\_/month

11 months $\_\_\_/month

10 months $\_\_\_/month

9 months $\_\_\_/month

Your family will be part of a school community that provides an excellent education with exceptional academic outcomes, and where we invest in each of our students to not just educate their minds, but to form and nurture their souls.

**To confirm that you have received this information and to set up a payment plan, sign in to FACTS Tuition Management to create or update your account by \_.** Visit [online.factsmgt.com](file:///C%3A%5CUsers%5Cmgagne%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CXTK8DYQB%5Conline.factsmgt.com%5Csignin%5C44LX6) to create your account, which is different from your Financial Aid application.

Remember, if you choose to pay monthly, there is a one-time family fee of $50 for using FACTS Tuition Management. Families that choose to make a one-time payment or two payments a year will incur a fee $20. **This fee will draft within 10 days of creating your account.**

There are exciting things to come at \_\_\_\_List School Here\_\_\_\_ this year! This summer, the school will be open on Mondays-Wednesdays from 9-2 and Thursdays from 11-4 during the month of June. If you have questions setting up your tuition payments, contact **TUITION ASSISTANCE COORDINATOR** at financialaid@email.org or 214-123-4567 ext. 111. If you have concerns about your payments, please contact me at principal@email.org.

With sincere thanks,

First & Last Name

Principal