

St. James Elementary School

30 Peters Place

Red Bank, New Jersey 07701

April 19, 2012

Dear Parents:

Tuition payments for the 2012-2013 school year will begin in May. If you have paid tuition in the past through the F.A.C.T.S. Company, you should have received an e-mail or letter from F.A.C.T.S. confirming your monthly payment amount and payment schedule. Please contact me in the Business Office if you have not received notification from F.A.C.T.S. or if you believe an error has been made.

For those parents who are **new** to F.A.C.T.S., I have mailed a letter to you with directions for setting up your F.A.C.T.S. user account. Once you have configured your user account, I will input your tuition balance and then you will be contacted by F.A.C.T.S. as above. Please set up your user account no later than Wednesday, April 25th.

For those parents who are planning to prepay tuition in full, I have mailed a letter to you detailing your tuition balance. Please make your check payable to St. James School and send it to the Business Office to my attention no later than Monday, May 7, 2012.

Please do not hesitate to call me if you have any questions or need assistance at 732-741-3363 then 2 at the menu prompt.

Thank you for your cooperation and continued support of St. James School.

Sincerely yours,

Barbara A. Schimpf, Finance Director