



5136 N NOTTINGHAM AVE, CHICAGO, IL 60656 + (773) 763 – 1661 + WWW.STMONICA.US

April 7, 2024

Hello Religious Education Families,

We will be employing FACTS Management to process tuition payments for the 20234-2025 school year. This new billing system is an online tuition management system. There will not be a substantial change in the process for our families. After your registration packet has been received in the Finance Office, a FACTS invoice account will be created, and charges will be added to your account. Please be sure to include a current email address, as statements will be sent via email. You will receive an email invoice listing the charge due with a link that will take you directly to the site to complete your payment. Credit and debit cards are accepted with a 2.95% fee added to the payment, or you can use your checking or savings account without a fee. We will have the ability to process credit card payments at the Parish Office and will still accept cash and check payments. Please be sure to obtain a receipt for any in person payments. You also have the option of calling FACTS Customer Support at 866-441-4637 to pay by phone.

We anticipate tuition billing will be completed between mid-July and early August, and all balances will be due in full by October 31, 2024. You may make one payment in full or make smaller payments between July and October until the balance is paid. Sacramental fees will be added to the account in January or February with a due date of March 15, 2025. Returned payments will be subject to a \$30 returned payment fee.

We thank you for your continued support of our religious education program. Please do not hesitate to contact us if you have any questions or concerns.

Best regards,
Gwenn Suvada
FACTS Administrator
773-763-1661, Ext. 117