



## Tuition Management

St. James Episcopal School allows three (3) payment options to pay your scholar's tuition. According to the Enrollment Contract for the Ten-Installment Plan, *"The Annual Tuition is divided into ten installments, payable through a tuition payment service of the School's choice."* FACTS Tuition Management is the tuition payment service selected by St. James. If you designated the Ten-Installment Plan on your contract, please follow the instructions below to set up 10 payments, with the first payment beginning August 1, 2022.

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 [www.sjes.org](http://www.sjes.org) and locate the FACTS link, or go directly to <https://online.factsmgt.com/signin/3D6SC>

### 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](http://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](http://Online.FACTSmgt.com) or by contacting FACTS at 1-866-412-4637. 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?**  
A \$45.00 enrollment fee is charged by FACTS when setting up your agreement. 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](http://Online.FACTSmgt.com). Customer Care Representatives are also available to assist you 24/7.**