



# KELLENBERG MEMORIAL HIGH SCHOOL

1400 Glenn Curtiss Boulevard □ Uniondale, New York 11553-3702  
Phone: (516) 292-0200 ♦ Fax: (516) 292-0877 ♦ [www.kellenberg.org](http://www.kellenberg.org)

March 2015

Dear Parents,

Beginning with the 2015/2016 school year, we have partnered with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools locally and over 6,000 schools nationally. We are confident this program will offer greater efficiency for the school while providing convenience and flexibility to families.

There are several benefits to using FACTS for your tuition payments:

- ***Payment Dates:*** You may choose either the 7<sup>th</sup> or 15<sup>th</sup> of each month as your payment date when on the ten payment plan. Automatic payments can be made from a checking or savings account or with MasterCard, Visa or American Express or a combination of methods. Payment methods can be changed anytime up to two days before the payment date. Payments by credit card will be charged a convenience fee by FACTS of 2.75% of the transaction.
- ***Convenience & Security:*** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
- ***Personal Account Access:*** You may check your personal account or make payments online from the convenience of your computer or mobile device anytime. You may also make additional payments whenever it is convenient for you.
- ***Dedicated customer service*** – FACTS has a dedicated customer service team available 24/7 to answer your questions. They can be reached at (866) 441-4637.

You will have a choice of three payment options –

1. ***One payment option*** – payment is due in full on or before August 7<sup>th</sup>. You will receive a discount of \$150 if this option is chosen. There is no fee for this service.
2. ***Two payment option*** – one half of your payment is due on August 7<sup>th</sup> and the balance on January 7<sup>th</sup>. There is a \$10 fee per family for this option which is charged by FACTS.
3. ***Ten payment option*** – One tenth of your tuition is due on either the 7<sup>th</sup> or 15<sup>th</sup> of each month. There is a \$40 fee per family for this option which will be charged to you by FACTS.

You will receive an invitation from FACTS with the information necessary to enroll via the email address on file by the end of April. Included in the invitation will be the website you will need to access. You will need to enroll in FACTS no later than ***May 15<sup>th</sup>, 2015***. If you have any questions regarding this program, please contact the Finance Office at (516)292-0200 extension 260.

Thank you for your loyalty and support for *Kellenberg Memorial High School*. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission.

Sincerely,

Brother Kenneth Hoagland, S.M.  
Principal