



SADDLE RIVER DAY SCHOOL

147 Chestnut Ridge Road • Saddle River, NJ 07458 • 201-327-4050 • www.saddleriverday.org

March 28, 2022

To our new Saddle River Day School Families:

Our successful partnership with SchoolAdmin and FACTS Management Company has resulted in a streamlined tuition billing process offering our families an array of payment options. FACTS also provides automatic emails in advance of due dates to remind families when payments are due or when to expect automatic withdrawal from their bank account.

As we prepare for the next school year, 2022-2023, please note the following:

- Your initial deposit of \$1,500 must be submitted into SchoolAdmin, along with your signed Enrollment Agreement. This Agreement will require you to select from 3 payment schedule options (monthly, semi-annual or full-year).
- Once you sign your contract and pay your deposit in SchoolAdmin, go to the Checklist and choose FACTS to set up your payment plan (this will bring you into FACTS).
- Select from the following:
 - **Payment Schedule:** Monthly, semi-annual or full-year payments (even though you have already indicated your preference on the Enrollment Contract);
 - **Payment Method:** One of the following:
 1. **Invoice Plan:** Invoice emailed 20 days before due date to be paid by credit card (AMEX, MC or Discover only), ACH or check.
 2. **Automatic Plan:** Authorized recurring withdrawal from your bank account each month, or a recurring credit card charge each month.
- **FACTS requires that you log into your account (within TWO WEEKS of receiving your invite) to select your payment options and finalize your agreement. Your student will not be officially enrolled until you have done this. Please note: Once finalized, no further changes may be made to your payment options.** This is also an opportunity to verify your contact information and add another person to your account, giving them permission to discuss the account with FACTS.
- Families who elect a monthly payment plan will be set up for 10-payments, with the first installment due on or before July 1, 2022 and the last installment due on or before April 1, 2023. Payments for Semi-annual plans are due on July 1, 2022 and December 1, 2022. The first payment will include full Tech fee and mandatory tuition insurance (along with transportation, if applicable). Only tuition and meals will be split into installments.
- Fees: Monthly payment plans will incur a one-time set-up fee of \$45 per family (payable directly to FACTS in the first installment). There are no additional finance charges for our installment plans. For families paying with credit cards, FACTS charges a Convenience Fee of 2.95%. FACTS will charge \$30 in the case of a returned check or declined credit card / ACH payment.

- **It is required that all payments (after the initial deposit) be made directly to FACTS. We cannot accept these payments at SRDS.** If remitting payment by check, the check must be made payable to FACTS Management, include your FACTS Customer Number and be mailed to: FACTS Management Company PO Box 2597 Omaha, NE 68103 • Any questions regarding the online log-in process should be directed to FACTS at 866-441-4637. Billing questions to Gina Brinkman, SRDS Accountant at: gbrinkman@saddleriverday.org

Thank you in advance for your cooperation.