

IMPORTANT REMINDER - Online Re-enrollment for 2016-17 is due **Tuesday, March 1, 2016**

Thank you to all of our parents who have completed the reenrollment process. For those who have not completed their reenrollment, please be reminded that the deadline for reenrollment is Tuesday, March 1st.

The Online Re-enrollment invitation from FACTS sent **Wednesday, February 10, 2016**, was sent to **one** parent email ONLY. The invitations were sent to the parent receiving the tuition statements in our current system. In many cases that was the father's email. Please check all available email addresses for your invitation. If you do not see the email in your inbox, please check your junk email, spam, etc. Please remember to check **all** email addresses currently on record with Salesianum. If you did NOT receive the invitation, please email Mrs. Osborn at hosborn@salesianum.org. We will verify your email address and resend your invitation.

The email was addressed as follows:

From: Facts Management Company [mail to: noreply2@factsmgt.com]

Subject: ACTION NEEDED: Set up your Salesianum School Payment Plan (56180659)

The email provides the information necessary to re-enroll your son for the 2016-17 school year, including your 2016-17 Tuition and Transportation Contracts. You will need to complete the contracts and pay the \$175.00 Registration Fee to re-enroll your son for the 2016-17 school year. You will be asked to set up a customer account with FACTS including your payment information and payment plan choice. The contracts, payment plan and Registration Fee payment must **all** be completed in order for your son to be enrolled for 2016-17. With this system, we now offer the option of paying for both fees and tuition by credit card. **Please Note** that there is a 2.75% service fee charged for payments made by **card [credit or debit]**.

Once you have set up your FACTS user name and password, please follow the prompts to complete your enrollment contract and set up your 2016-17 payment plan. If you have any questions about completing your enrollment once you are in the FACTS system, please call FACTS customer service at **1-866-441-4637**.

Once your online re-enrollment has been received and processed, you will receive a confirmation from FACTS. **Please note** you will not see any credits and/or charges, other than tuition, in your confirmation letter. Any credits and charges other than tuition, such as Financial Aid, Academic Scholarships, Transportations charges, etc. will be applied to your account prior to July 1, 2016.

If your son **will NOT be returning** to Salesianum next year, please email written notice of Intent Not to Return to Mr. Jude Szczerba, Academic Dean at juszczer@salesianum.org or Mrs. Héloïse Osborn, Student Finances Officer at hosborn@salesianum.org . Once your written notice of Intent Not to Return is received, you will be removed from the FACTS invitation list.