



FRCS ADMINISTRATION
6657 W. OTTAWA AVE., #A-17
LITTLETON, CO 80128



THIS LETTER CONTAINS VERY IMPORTANT INFORMATION REGARDING YOUR TUITION FOR THE 2008-2009 SCHOOL YEAR. PLEASE READ THIS ENTIRE LETTER THOROUGHLY!

Our Partnership with FACTS

Dear FRCS Parents,

At Front Range Christian School we are constantly looking for ways to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we will once again be partnering with FACTS Management Company to help manage our tuition payments for the 2008-2009 school year. Our research indicates significant benefits to school staff and school families including convenience, flexibility, and secure on-line access to individual account information.

A Sensible Plan

All families will receive an initial Tuition Account Billing Statement (TABS Statement) from FACTS after May 10th that will contain information you will need to process your tuition payment. You will have the choice to make your tuition payment in full or go online to set up a monthly tuition payment plan. Please do not discard this TABS Statement from FACTS. No matter which payment schedule you choose, you will need this document to make your payment. This statement is sent to all families including those that wish to pre-pay their tuition in full by May 31, 2008. *Complete instructions will be included on the mailed TABS statement you will receive from FACTS in May including information on the annual processing fee for the payment plan you choose.*

Convenient Online Payment Selection

We have made it possible for each family to enroll in their FACTS payment plan online at www.factspayment.com. Enrolling online is simple and secure. The enrollment process will be outlined in your statement from FACTS; do not attempt to enroll until you have received this document. Once you receive your statement, you will need to enroll in your payment plan by **May 31st if paying in full** or no later than **June 16th for budgeted payments** to meet the deadline for your first payment in July. If you prefer to not enroll through the FACTS website, you will need to contact me immediately and fill out paperwork at the Finance Office. This paperwork will need to be completed no later than May 31st in order to process the paperwork and forward it to FACTS by June 16th.

Families Wishing to Pay In Full

Payment in full can be made by mailed check or money order, or through FACTS secure online payment portal, www.factspayment.com . Payments made in full (only) may also be sent directly to the school. Whichever option you choose, **please make your payment by May 31, 2008 to receive a 3% discount**. If you have a SCRIP credit, this credit will not appear on the TABS statement from FACTS. You will receive a separate notice from the Finance Office and you will need to reduce your tuition payment by the amount of your credit. The necessary adjustments will be made to your tuition account.

Budgeted Payment Plan Options

The monthly payment schedule runs for 10 months: July to May with no payment required in January. Each year January will be considered Re-Enrollment Month and registration fees for the coming year will be collected at the school instead of tuition. If you choose to make (2) semester payments, they are due in July and December.

Budgeted payments may be paid in 2 ways:

1. **ACH Payments:** *Payments you have authorized FACTS to process directly through your financial institution.* It is simply a bank-to-bank transfer of funds that you have pre-approved from a designated checking or savings account, or automatically charged to your credit card (along with a 2.5% convenience fee) on your choice of the 5th or 20th of the month. Credit cards accepted are AMEX, Discover or MasterCard.
2. **Invoice Payments:** *Invoices sent to the payer at the intervals specified on the agreement.* Payments are due the 1st of the month and may be made by mail or online by ACH or credit card. If you elect to use a credit card, your payment (along with a 2.5% convenience fee) will be automatically charged to your credit card.

(If you use *Bill Pay* through your personal banking institution, you may want to set up your monthly tuition payment to be processed from your bank directly to FACTS. Please check with your bank on the setup process.)

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

Please note: You must pay your tuition balance or enroll in a payment plan before your high school student(s) can register for classes this summer and before your elementary student(s) can receive classroom lists. You will not receive a statement from FACTS if you have not paid your 2008-2009 registration fees. Also, if you have any outstanding tuition due from the current year, you will not be able to enroll in a FACTS Tuition plan. Please contact me if you are late with your current tuition payments or if you wish to pay your registration fees.

If you have been awarded a tuition scholarship, your tuition will not be reduced until I have received your "Parent/Student Tuition Scholarship Agreement Letter" letting me know you agree to the terms of your scholarship. If you have applied for a scholarship and have not heard back, your tuition will be calculated through the normal process. Your tuition balance will be adjusted as soon as I receive your agreement letter.

Frequently Asked Questions

- 1. When and what time will the funds for my payment plan be withdrawn from my bank account?** While FACTS transacts each payment on the specified date (5th or 20th), it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.
- 2. How will I be notified of my payment information?** Once your agreement for budgeted tuition payments is posted to the FACTS system, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification contains information you must have to log on to *MyFACTS* Account permitting the responsible party to view their account online..
- 3. What is the FACTS Access Code?** To help protect your privacy, FACTS will randomly create an access code for you. If you should inquire online through *MyFACTS* Account or call into FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code. Your access code will be included on your statement or confirmation notification.
- 4. What happens if FACTS attempts to process my payment and there are not enough funds in my account?** Should an automatic bank payment or credit card payment be returned, a \$25.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any penalty your bank or the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, the reattempt will occur on the 20th; for payment scheduled for the 20th, the reattempt will occur on the 5th of the following month.

We Look Forward to Serving You Better!

Front Range Christian School looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. If any step of the process is unclear, do not hesitate to contact me at 303-531-4546 or FACTS at 800-624-7092.

In His Service,

Peggy Adams

Peggy Adams
FRCS Finance Manager

FINANCIAL INFORMATION

TUITION RATES FOR 2008-2009

GRADE LEVEL	TUITION RATE	REGISTRATION FEES
Kindergarten (Half-time)	\$2,465	\$325
Kindergarten (Full-time – 1st)	\$4,650	\$325
2 nd – 6 th grades (Elementary)	\$4,995	\$425
7 th – 8 th grades (Junior High)	\$5,680	\$500
9 th – 12 th grades (High School)	\$5,955	\$525
Spanish Immersion (part-time K)	\$500	\$75 (materials fee)

TUITION DISCOUNTS

Multiple Child Tuition Discounts:

- Two children: 5% off entire tuition
- Three children: 10% off entire tuition
- Four or more children: 15% off entire tuition

Pay in Full Discount: If tuition is paid in full and received by May 31, a 3% discount is applied to the tuition payment. *Discount does not apply to registration fees.*

PASTOR/MISSIONARY TUITION PROGRAM

Full-time pastor and missionary families are eligible to receive a minimum 25% tuition credit for each child. Many also qualify for tuition assistance and can receive an additional reduction off their tuition balance. Acceptance is on a space available basis. The program guidelines are available at the Admissions Department.

Eligibility for Pastors:

Full-time pastor of a church located within a 50-mile radius of FRCS. The applicant must also qualify for federal housing allowance as dictated by the IRS.

Eligibility for Missionaries:

Engaged in full-time ministry serving outside the United States or locally at the agency's home office and under appointment of a recognized Missions Board. Missionary families on furlough from their assigned agency are also eligible.

TUITION CALCULATOR

Your tuition and any applicable discounts will be included on the TAB Statement you will receive from FACTS. Visit the FRCS website to calculate your tuition now at:

<http://www.frontrangechristian.org/admissions/calculator/calculator.php>