ST. JOSEPH BY-THE-SEA HIGH SCHOOL

5150 Hylan Boulevard, Staten Island, NY 10312-5898
Telephone (718) 984-6500 Fax: (718) 984-6503

May 31, 2012

Dear Parents,

Tuition Management Services (TMS) will no longer be managing our tuition collection. The new company, FACTS Management Company will begin collecting tuition for the 2012-13 school year, as of the August 10th, 2012 invoice.

We have had FACTS Management roll over as many of our current Juniors, Sophomores and Freshmen as possible. Some could not be rolled over. We now need you to Log-in to FACTS either to enroll, if necessary or if you are already enrolled to review and verify your account.

1. Enrolling in FACTS: You need to enroll in FACTS no later than JUNE 15th, 2012.

   Log onto either:

   a. http://josephsea.org/ and click onto the FACTS link under "Important Information" section.

   Or from your home browser:

   b. https://online.factsmgt.com/Tmg/public/AgreementSignup.aspx?t=3JD70&siv=y

   Click on the FACTS, "Getting Started" button on the left hand side of the page. (NB: Be certain to enter your child's grade level as of September 1st, 2012)

2. You will need your Student ID, for example, 20-121234.

3. Review your account details and where you need to update and or change your details; please do so.

4. When you have completed the process, can you please forward a printed copy of the contract that displays at the end of the registration process. Mail or bring in copies to the Bursar's Office, Saint Joseph by-the-Sea H. S. 5150 Hylan Blvd. Staten Island, NY 10312

5. Peace of Mind Insurance: FACTS offers this optional benefit for only $12 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school. This insurance takes effect from the day you pay the premium and we strongly recommend that you take advantage of this option.

6. Going forward you can always check the status of your account or make payments on-line from the convenience of your home or office anytime. No payments will be taken at the school.

Your continued support and cooperation is appreciated.