



PORTSMOUTH ABBEY SCHOOL

**FACTS - IMPORTANT INFORMATION REGARDING YOUR TUITION FOR THE 2020-2021 SCHOOL YEAR.**

Portsmouth Abbey School has contracted with FACTS Management Company to collect and process tuition payments and fees for the 2020-2021 school year. FACTS is an automated payment system that allows parents to pre-authorize their bank or credit card company to automatically transfer funds to Portsmouth Abbey School on pre-approved installment payment dates. No more mailing tuition checks unless you choose to pay tuition and fees upfront, and in full, by the beginning of the school year. Pre-authorized payments can be processed conveniently from your checking, savings and/or credit card accounts.

Portsmouth Abbey School and FACTS Management offer the following tuition payment options:

**Option A. Paying in Full**

1. Mail your payment to:  
Portsmouth Abbey School  
Attention: Business Office  
285 Cory's Lane  
Portsmouth, RI 02871
2. Or, wire your payment to:  
TD Bank  
553 West Main Road  
Middletown, RI 02842  
ABA #211370545 / Swift code: NRTHUS33XXX  
Account #8257852638 / Account Name: Order of St Benedict in Portsmouth, RI  
Please include student's name and purpose of payment in wire

**Please remember to make your full payment by July 1, 2020.** Please note there is a 2.5% processing fee associated with credit card payments. *You will automatically be enrolled in FACTS\*.*

**Option B. Paying in Two Installments (60% of tuition due by July 1, 2020 and 40% of tuition due by Dec. 1, 2020)**

1. Make a secure payment to FACTS\* online with your bank account
2. Mail your payment to FACTS or send wire/check to Portsmouth Abbey School

**Please remember to make your 60% payment by July 1, 2020.** Please note there is a 2.5% processing fee associated with credit card payments. *You must enroll online with FACTS\* to view and receive invoices.*

**Option C. Budgeting Payment – 10 month payment plan**

You must enroll online with FACTS\* prior to **April 17, 2020**. To view and receive monthly tuition invoices, you must pay an annual \$60 non-refundable application fee. Your payments will begin in **July for the 10 month payment plan**. Budgeted payments may be arranged in one of the following ways:

1. Automatic payments are processed from your checking or savings account (ACH) on the first or fifteenth of each month.
2. Automatic payments are processed from your credit card on the first or fifteenth of each month. Please note there is a 2.5% processing fee associated with credit card payments.
3. Secure monthly electronic payments are made online directly to FACTS from your checking or savings account, which are to be paid by the first or fifteenth of each month.
4. Secure monthly electronic payments are made online directly to FACTS from your credit card, which are to be paid by the first or fifteenth of each month. Please note there is a 2.5% processing fee associated with credit card payments.



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### **Option D. Budgeting Payment – 11 month payment plan**

You must enroll with FACTS\* prior to **April 17, 2020**. To view and receive monthly tuition invoices, you must pay an annual \$60 non-refundable application fee. Your payments will begin in **June for the 11 month payment plan**. Budgeted payments may be arranged in one of the following ways:

1. Automatic payments are processed from your checking or savings account (ACH) on the first or fifteenth of each month.
2. Automatic payments are processed from your credit card on the first or fifteenth of each month. Please note there is a 2.5% processing fee associated with credit card payments.
3. Secure monthly electronic payments are made online directly to FACTS from your checking or savings account, which are to be paid by the first or fifteenth of each month.
4. Secure monthly electronic payments are made online directly to FACTS from your credit card, which are to be paid by the first or fifteenth of each month. Please note there is a 2.5% processing fee associated with credit card payments.

### **Option E. Budgeting Payment – 12 month payment plan**

You must enroll online with FACTS\* by **April 17, 2020**. To view and receive monthly tuition invoices, you must pay an annual \$60 non-refundable application fee. Your payments will begin in **May for the 12 month payment plan**. Budgeted payments may be arranged in one of the following ways:

1. Automatic payments are processed from your checking or savings account (ACH) on the first or fifteenth of each month.
2. Automatic payments are processed from your credit card on the first or fifteenth of each month. Please note there is a 2.5% processing fee associated with credit card payments.
3. Secure monthly electronic payments are made online directly to FACTS from your checking or savings account, which are to be paid by the first or fifteenth of each month.
4. Secure monthly electronic payments are made online directly to FACTS from your credit card, which are to be paid by the first or fifteenth of each month. Please note there is a 2.5% processing fee associated with credit card payments.

*\*If you used FACTS last school year, your 2019-20 account information will automatically transfer over to the 2020-21 school year.*

If any step of the process is unclear, please do not hesitate to contact Jennifer Heaps or myself during regular business hours at 401-643-1236.