

June 1, 2021

Dear Sacred Heart School Families,

As the current school year winds down, we are starting to prepare payment plans for the upcoming school year. We will be using a new system for tuition management in 2021-2022.

Each year we offer two different tuition payment options. If your student is new or returning to Sacred Heart School this Fall, your family selected one of the following options when you completed and signed your student's enrollment contract:

1. Tuition Payment in full by check – payment in full due August 20, 2021
2. 12-Month Tuition Payment Plan – monthly payments begin July 20, 2021 and run through June 20, 2022

This year we will be using our new Enrollment and Tuition Management system SCHOOL ADMIN for all tuition management. Each parent will access their student's account through their own private parent portal. The parent who completed their student's registration/enrollment for next year in School Admin will already have their individual parent portal access set up. If you weren't the parent who completed your student's enrollment contract, you will need to authenticate and set up your own parent portal access. You can access the School Admin Parent Portal [HERE](#) – the link can also be found under the "Parent" Heading Menu at the top of the school website's home page.

Following is an overview of each of the above tuition payment options – if you are interested in switching from the payment option you chose at the time of registration to the other, please let Laura Leach know by June 15<sup>th</sup>.

#### **Tuition Payment in full – Due August 20, 2021**

- Billing statements/invoices will be sent via email in early August
- You can log in to your [School Admin Parent Portal](#) any time to view your amount due in "Billing Management"
- Payment in full can be made by submitting a physical check to the school either by:
  - Drop off at front office, Attn: Laura Leach
  - Drop in mail box next to front door of main school entrance
  - Send by mail:

Laura Leach  
Sacred Heart School  
9450 NE 14<sup>th</sup> Street  
Bellevue, WA 98004

#### **12-Month Tuition Payment Plan – Monthly Payments begin July 20, 2021**

- After June 2021, we will no longer be using FACTS for tuition payments – all monthly tuition payments and plans will be through School Admin beginning July 2021.
- You can access your [School Admin Parent Portal](#) any time to view your amount due, status of your account, set up a payment method, auto-pay, and/or make a payment at any time.

- **Monthly payments will be due on the 20<sup>th</sup> of each month**, starting July 20, 2021 and ending June 20, 2022. *Requests to establish a monthly payment date other than 20<sup>th</sup> will be considered on an individual basis – please contact [David Burroughs](#) by June 15<sup>th</sup> to make a request if needed.*
- Monthly payments can either be made online manually on or before the due date -OR- can be set up for auto-pay for automatic payment on the due date.
- For details on how to set up auto-pay, make an online manual payment, and find other helpful tips and answers to FAQ, please visit the [School Admin Parent Portal Help Center](#) under “Billing”
- Monthly payments can be made using one of two methods:
  1. Online with Electronic Check – there is NO fee associated with paying online with this method
  2. Online with Credit Card – transactions made by credit card will be subject to a 3.2% fee
- Each month starting in June 2021, you will receive the following communications via email:
  - Upcoming Statement – This email goes out 10 days before the payment is due with the upcoming statement amount and due date. It also includes a link to the Billing Statement.
  - Upcoming Payment – This email goes out 2 days before the payment is due with the upcoming charge amount and due date. It also includes a link to the Billing Statement.

We look forward to the new school year ahead. Please reach out if you have any questions!