



# SADDLE RIVER DAY SCHOOL

147 Chestnut Ridge Road • Saddle River, NJ 07458 • 201-327-4050 • [www.saddleriverday.org](http://www.saddleriverday.org)

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April 3, 2024

To our Saddle River Day School Families:

Our successful partnership with Finalsity and FACTS Management Company has resulted in a streamlined tuition billing process, offering our families an array of payment options. FACTS provides automatic emails in advance of due dates to remind families when payments are due and when to expect automatic withdrawal from their bank account.

As we prepare for the 2024-25 school year, please note the following:

- Your initial deposit of \$1,500 must be submitted to Finalsity, along with your signed Enrollment Agreement. The Agreement describes your 3 payment schedule options.
- Once you sign your contract and pay your deposit in Finalsity, go to the Checklist and choose FACTS to set up your payment plan (this is where you can sign into FACTS). Here is the link to Finalsity ([saddleriverday.schooladminonline.com](http://saddleriverday.schooladminonline.com)), since you must start the process of setting up FACTS from Finalsity.
- FACTS requires that you log into your account to select your payment options and finalize your agreement **each year** to bring in the new agreement information for the coming school year (**your student will not be officially enrolled until you have done this**). Please note: Once finalized, no further changes may be made to your payment options; in some cases, you can contact Gina Brinkman and some adjustments can be made in FACTS. This is also an opportunity to verify your contact information and add another person to your account, giving them permission to discuss the account with FACTS.
- Select from the following:
  - Payment Schedule: monthly, semi-annual or full-year payments;
  - Payment Method - One of the following:
    - Invoice Plan: Invoice emailed 20 days before due date to be paid by credit card (AMEX, MC or Discover only), ACH or check.
    - Automatic Plan: Authorized recurring withdrawal from your bank account each month, or a recurring credit card charge each month.
- Families who elect a monthly payment plan will be set up for ten payments, with the first installment due on or before July 1, 2024 and the last installment due on or before April 1, 2025. Payments for Semi-annual plans are due on July 1, 2024 and December 1, 2024.
- **A frequent question we get each year is that when you choose the monthly plan, the first payment is high and if you times that by 10, the total is higher than your agreement amount.**



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**This is because the first payment includes the full amount for technology, tuition insurance and transportation (if the latter two apply). The following payments will all be lower. You should not pay more than your contracted amount.**

- Only tuition and meals will be split into installments.
- There is a one-time set-up fee from FACTS (payable directly to FACTS with the first installment). Fees are as follows:
  - o 10 month plan                      \$50
  - o Semi-annual plan                      \$15
  - o Pay in full by July 1st                      \$5
- There are no additional finance charges for our installment plans, but for families paying with credit cards, FACTS charges a Convenience Fee of 2.95%. FACTS will charge \$30 in the case of a returned check or declined credit card / ACH payment.
- It is required that all payments (after the initial deposit) be made directly to FACTS. We cannot accept these payments at SRDS. If remitting payment by check, the check must be made payable to FACTS Management, include your FACTS Customer Number and be mailed to: FACTS Management Company PO Box 2597 Omaha, NE 68103.
- Any questions regarding the online log-in process should be directed to the FACTS family helpdesk (866-441-4637); any billing questions can be sent to Gina Brinkman, SRDS Accountant at: [gbrinkman@saddleriverday.org](mailto:gbrinkman@saddleriverday.org).

Thank you in advance for your cooperation.