

10-10-2017

Dear Parents,

If you have not paid your supply fee of \$225 per child, we will go ahead and add it to your FACTS account. You will receive an email from FACTS when the charge has been added. It will be spread over the remainder of the year so you will see a slight increase in your monthly FACTS payments from now until April.

If you wish to pay the supply fee with a check, you still can. We ask that you please send it in to the school office by Friday of this week, so we can apply it to your account before the next draft.

Thank you.
Christ the King School Business Office

How to look up charges on FACTS:

- 1. Log into your FACTS account.*
- 2. Click on 'View Details' in the Payment Plan & Billing box.*
- 3. Click on the 'Transaction' tab*
- 4. Click on the blue 'Charges Added' in the description column for the date you were emailed about new charges.*
- 5. In the blue area you will see a Transaction Description which should explain the charge. If you are still not sure about the charge please contact our Business Manager David Stromquist for explanation.*
- 6. To determine when this charge will be drafted, scroll down the page to the payment schedule and look in the column "adjustment change amount". Depending on the charge, it may be spread across your remaining drafts or scheduled for you next draft. Look at the date to the left of the amount to determine the draft date(s).*
- 7. Any questions, please contact David Stromquist at dstromquist@ckslex.org.*