



# *Saint Joseph School*

*Pre-School – Grade Twelve*  
999-1000 Ululani Street  
Hilo, Hawaii 96720-3999  
High School phone: (808)935-4936 fax: (808)443-0294  
Elementary School phone: (808)935-4935 fax: (808)443-0294  
[www.sjshilo.com](http://www.sjshilo.com)

Dear Parents/Guardians,

Registration through FACTS Tuition management is available online. This efficient program will allow you to monitor your payments securely and conveniently from the comfort of your home.

You may enroll now by going online to our website at [www.sjshilo.org](http://www.sjshilo.org) then, click on the link at the bottom of the page "FACTS Online Enrollment" or click on "Admissions" and follow the link to the FACTS Online Payment.

If you do not have access to a computer, please feel free to contact the business office to arrange for use of the computer lab to complete your online registration. It is important to the operation of the school that everyone completes the enrollment process no later than May 22, 2017. Registration takes about 10 minutes and a step by step instruction sheet has been enclosed with this letter.

For all returning families, FACTS will carry forward all your personal and financial information for the 2017-18 school year. You will still need to access your account and finalize the agreement by clicking the "Re-Enrollment" button and following the simple steps. This is a good time to update your information and make any changes necessary.

Some of the benefits of using FACTS for your tuition payment plan are:

1. **Payment Dates:** You may choose either the (5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, or 30<sup>th</sup>/31<sup>st</sup>) of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable.
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction
3. **Consumer Account:** You may check your personal account or make payments on-line (if applicable) from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

Thank you for your continued loyalty and support for St. Joseph School. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission.

Sincerely,

Melveen Ojano  
Business Manager  
St. Joseph School  
[mkamau@sjshilo.org](mailto:mkamau@sjshilo.org)