



July 14, 2008

Dear Parents;

Coventry Christian Schools, Inc. will be once again partnering with the FACTS Management Company to collect and process tuition and extended care fees. You may select from the following payment methods that Coventry Christian Schools, Inc. is offering for the 2008-2009 academic year.

1. Prepay tuition in full by August 1, 2008 to Coventry Christian Schools, Inc. (no enrollment in FACTS)
2. AMEX, MC, or Discover Card (enrollment in FACTS, but you must call 1-800-233-1096 to enroll. This application can only be done by phone and includes a 2.5% service fee from the credit card company)
3. Monthly payments from September to June through a Checking or Savings Account ACH.

This must be done by **August 15th if you would like your payments due on the 5th, or by September 1st, if you would like your payments due on the 20th.** Anything after this date will begin your payments in October and reduce the number of payments to nine, therefore increasing the monthly amount due.

RETURNING FAMILIES ALREADY ON FACTS THROUGH CHECKING/SAVINGS ONLY: (CREDIT CARD PAYMENTS SEE ABOVE)

Coming by separate cover, is a FACTS preference letter in which they are asking you to verify your previous information. All information including the date of withdraw (5th or 20th) will remain the same as in the past year unless you contact us with any changes. This letter is for your reference only and does not need to be returned unless you have changes. After August 17th, I will update the tuition and extended care amounts and confirm your re-enrollment. FACTS will then send you a confirmation letter telling you the amount being debited each month. This amount should include both tuition and extended care fees if you have a completed extended care agreement on file here in the office. If you feel this amount is not correct, please call the office as soon as possible so that we may rectify the situation prior to your first withdraw.

NEW FAMILIES JOINING FACTS FOR THE FIRST TIME:

The most convenient way is on-line via e-Cashier and can be done from any computer at work or home. If you do not have a computer available, you can call for an appointment and come to the school to use one of our computers. Simply type this website address in the address bar of your Internet browser. **Website address:** <https://ecashierk12.factstuition.com/ecashierk12> to enroll for the 10 month checking/savings payment plan. (You can also reach this site from the e-cashier link on our website at www.CoventryChrisitan.com.) Fill in the Institution Id (**88420**) and the pin number (**19465**) to complete the FACTS Tuition agreement. If you have any questions, click on the help button at the top of the screen or feel free to call FACTS technical department at 1-800-624-7092. I will update the tuition and extended care amounts and confirm your enrollment. FACTS will then send you a confirmation letter telling you the amount being debited each month from September through June. This amount should include both tuition and extended care fees if you have a completed extended care agreement on file here in the office. If you feel this amount is not correct, please call the office as soon as possible so that we may rectify the situation prior to your first withdraw.

Sincerely,

Cyndy Schnovel / Tara Swartz
Business Office (610-326-3320)

Administration

Mark E. Niehls, Superintendent
Paul Q. Fisher, Secondary Principal
Jill Barton, Elementary Principal
Mary C. Niehls, Coventry Preschool Director
Tina Hewlett, Pleasantview Preschool Director

Coventry Campus

962 E. Schuylkill Rd.
Pottstown, PA 19465
Phone: 610-326-3366
Fax: 610-326-9370

Pleasantview Campus

699 N. Pleasantview Rd.
Pottstown, PA 19464
Phone: 610-326-3320
Fax: 610-326-0085