



Tuition and Enrollment Update | June 5, 2025

FACTS FINANCIAL/BILLING TRAINING SESSIONS

- FACTS will be hosting a System Navigation & Financial Billing (Premier Incidental, Prepay) training session for principals and school administrators. Please see the dates below:
 - 6/18/2025 1-3pm
 - 6/20/2025 1-3pm
 - 6/30/2025 1-3pm

ENROLLMENT UPDATE

- As of Wednesday, June 4TH, the enrollment for the upcoming 2025.26 school year is – **9,974**- comprised of **2,309 New** and **7,665 Returning** students.
- There are approximately 1,500 students (both new and returning) in the pending status. There will be continued follow up with these students to bring them to enrollment completion.

FINANCIAL AID UPDATE

- Awarding and sending notifications have been going out since early March and will continue throughout the remainder of the financial aid cycle.
- Here is the progress for the upcoming 2025.26 school year:

Total Application submitted	3,610	Total awarded	2,344
New Student	861	New student	743
Renewal Retention	2,253	Returning Student	1,593
Miscellaneous (New or Returning)	496	Miscellaneous (New or Returning)	10

FACTS TUITION MANAGEMENT COMMON QUESTIONS:

- Can families update their payment information?
Yes! Families may update the payment information on file as long as they have access to Family Portal
 - Click Home from the navigation menu
 - In the Payment Plan and Billing tile, select Actions
 - Select Change Financial Account
 The family can then update their payment information on file
 If families have trouble making these updates, they are welcome to call the FACTS support line:
 1- 866-441-4637
- Can families switch their payment plan after making a selection?
 - Unfortunately, we will have to update this when we are ready to finalize agreements
 - Please forward any requests that you receive, and we will make notes to update when we are ready to finalize agreements at your school
- Can families mail in payments?
 - Yes, but families will have to wait until they receive their monthly invoice
 - If they print out the official invoice and mail it with their payment, FACTS will process and apply it to their account
 - All mailed payments MUST include the printed invoice so FACTS knows how to apply the



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payment

- When selecting Make a Payment, families will be able to select the option to mail in the payment
 - At that point, they will be provided with the address
- FACTS Enrollment Fee:
 - For automatic plans, the \$50 fee is processed from the account provided within 14 days of payment plan finalization.
 - The fee is non-refundable.

FACTS RETURNED REGISTRATION FEE PAYMENTS

- We will continue to compile a list of failed payments each Friday, categorized by school. We will then reach out to the school administrators and inform them of the families we will be invoicing for those amounts.
- The DOEs will continue to be included in these communications and generate invoices in FACTS at the beginning of each week, with a due date set for 10 days from the issuance date.

FACTS PAY IN FULL

- When choosing a payment plan, families have never had the option to select Pay in Full. Though this is an option in FACTS that some schools elect to provide their families, we chose to keep the options simple with Automatic and Invoice Payment Plans.
- If a family expresses interest in paying their 25-26 balance up front, they can select either of these options and still log on and make a one-time payment whenever they wish once their payment plan has been set up and activated by TMO.

FACTS AUTO PAYMENTS

- There have been many inquiries regarding parents entering the wrong financial account when setting up there auto payments.
- If the family needs to update their banking on file for the Payment Plans, they need to log in to Family Portal, go to the Financial section, click on Financial Home. Once on the Financial Home dashboard there's a button labeled "Actions" they can use that drop down to select "Change Financial Account."
- This will allow them to update the Banking or Credit Card on file for the 25/26 Payment Plan.

SCHOOL SUMMER HOURS

- We understand that school offices may be short-staffed or closed on certain days during the summer. To help us support you effectively throughout the summer months, please complete our form.
- [Click Here.](#)

STUDENT WITHDRAWALS & THE 24-25 TUITION & FEES POLICY

- The Tuition Management Office team now requires each family to complete the digital withdrawal form before we can update a student's 24-25 tuition account in Blackbaud Tuition Management.
- **This form is accessible via this link:** <https://forms.gle/Tp6w5eSCZRP93fb16>
- If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

Withdrawal Date	Annual Tuition Obligation
June	No adjustment; family obligation 100%

LATE ENROLLMENTS

- 24/25 tuition accounts continue to be activated as new and returning students complete their enrollment and pay their registration fees. Students starting school this month are eligible for a late enrollment offset (discount), calculated based on their start date. The table below indicates how this discount is calculated.
- **Please provide your TMO Tuition Billing Coordinator with the student's START DATE for all**



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new enrollees, so we can apply the appropriate offset.

Late Enrollment Date	Annual Tuition Obligation
June	90% of tuition forgiven; family obligation 10%

WITHDRAWN WITH BALANCE (WDWB) & SENT TO COLLECTIONS (STC) ACCOUNTS

- If a family withdraws from your school without fulfilling the required tuition obligation, the account will be designated with a status of WDWB (withdrawn with balance). The family will continue to receive monthly invoices and incur late fees until the outstanding tuition is settled.
- Families will receive two reminders regarding their outstanding balance and will have the opportunity to discuss a payment plan with the Tuition Management Office. After receiving a final notice, families have a 30-day window to either clear their balance or establish an approved payment plan with the Tuition Management Office. Failure to address the balance within this timeframe (or solidify an approved payment plan) will result in the deactivation of their tuition account and the student's grade being updated to STC (Sent to Collections). The family's account will then be referred to a third-party collection agency. Once the account is transferred to a third-party collection agency, all payments must be made through them.
- **Tuition accounts are sent to a third-party collection agency on a quarterly basis.**

PAYMENTS MADE AT SCHOOL

- All parents are expected to make tuition payments directly in Blackbaud Tuition Management. Accepting tuition payments at school is not recommended for many reasons, including staff safety. However, we know that the courtesy of accepting tuition payment at school is sometimes extended for good reason.
- **If a payment is made at school, the school is asked to:**
 - ✓ Photocopy the front and back of all checks and money orders (and keep in your files)
 - ✓ Write the Blackbaud Family ID# in the memo section on the front of the check or money order
 - ✓ Print out the tuition invoice for that family and mail the check/money order and invoice to Blackbaud:
Mail to: Blackbaud Tuition Management, P.O. Box 11731, Newark, NJ 07101-4731 Encourage parents to keep money order receipts to verify the money order was cashed. Blackbaud Tuition cannot retrieve information on a lost payment without a copy of the payment method.
- **Cash should NEVER be accepted at school for tuition payments or school fees.** If a family insists that they can only pay in cash, please instruct them to utilize the “Pay Near Me” option offered by Blackbaud Tuition.



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TMO MANAGEMENT TEAM (FOR SCHOOL USE ONLY)

TMO	TITLE	EMAIL
Kenny Marrero	Associate Director of Tuition Operations & Collections	Kenny.Marrero@archny.org
Ashley Guzman	Senior Tuition Billing Coordinator	Ashley.Guzman@archny.org

TMO	TITLE	EMAIL
Patrick McCullough	Associate Director of Systems Integration & Tuition Billing	Patrick.Mccullough@archny.org

BLACKBAUD TUITION - DEDICATED SPECIALISTS (FOR SCHOOL USE ONLY)

REGION	SPECIALIST NAME	EMAIL ADDRESS	PHONE NUMBER
Central Westchester, Rockland & Staten Island	Heather Niven	Heather.Niven@blackbaud.com	856-446-7358
Manhattan, Northern Westchester/Putnam, Northwest/South Bronx, & Ulster/Sullivan/Orange	Kelly Castano (Vallejo)	Kelly.Vallejo@blackbaud.com	856-446-7377
Dutchess & East/Northeast Bronx	Kyle Nitti	Kyle.Nitti@blackbaud.com	856-446-7425

We ask that you do not publish our contact information or direct parents to our office. Please direct parent inquiries to the **GRSS Parent Help Line: 646-794-3318**. (Support is offered in both English and Spanish)