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June 12, 2020

Dear Columbus Academy Parents and Guardians,

I hope you and your families are safe and well during these unprecedented times. Know that the Columbus Academy's Business Office team is open for business albeit in a blended on-campus and virtual capacity. Our commitment to excellent service and support for you is unwavering.

It is timely to share information on your tuition account related to next school year. First, you may recall that the school has partnered with a third-party processor, FACTS Tuition Management, in an effort to provide more efficient and user-friendly services to all our school families. What does this mean? Going forward, **you will no longer receive the blue envelopes** from the Business Office with your account statements enclosed. FACTS will now send out tuition and fees invoices via email, and will handle your payments for the new school year. You will no longer go through My Backpack to pay on your student account, but will sign-on to FACTS to make online payments going forward.

If you haven't already, you should soon receive an **electronic confirmation statement from FACTS** in the upcoming weeks regarding your tuition payment program for next school year. Should you have any questions about that information once you get it, don't hesitate to reach out to FACTS at (866) 441-4637. You may also contact the school's Business Office at (614) 509-2229 or email the Bursar, Susan Anderson, at [andersons@columbusacademy.org](mailto:andersons@columbusacademy.org). You can manage your tuition account online at <https://online.factsmgt.com>.

You may notice that your FACTS electronic confirmation statement includes **a one-time tuition discount related to COVID-19**. In an effort to support our families in these challenging times, the school has applied a credit of up to \$2,000 to student accounts. Many families have indicated a desire to give some or all of that amount back as a charitable, tax-deductible gift to the school's Academy Community Fund. These gifts are being used to provide one-time bridge grants and expanded tuition assistance for school families struggling with the financial impacts of the pandemic. If you would like to donate your tuition credit to help a fellow CA family, please email Assistant Head of School for Development/External Relations, Erich Hunker '81, at [hunkere@columbusacademy.org](mailto:hunkere@columbusacademy.org). The Development Office will record your pledge as a tax-deductible gift and send a reminder after July 1 with fulfillment options. Thank you for your generosity.

As we look to the future in this shifting landscape, know that we are most appreciative of your belief in, and prioritization of, an Academy education for your children. I hope you stay safe and well, and we look forward to seeing you in the upcoming school year.

Sincerely,

*Maggie Koerner*  
Chief Financial Officer