



## **ST. PAUL'S SCHOOLS BILLING**

- Only tuition is billed and paid through FACTS.
- Incidental charges are billed monthly by SP. Incidental billing could include the Tuition Refund Plan (TRP) and ESP Charges (Aftercare). You will receive a monthly e-mail informing you that that your new statement is available, and the e-mail will provide a link to view your statement. You can also view your statement and account information at any time by clicking "Student Accounts/Grades" from the Parents' page on the St. Paul's website.
- If you have any questions about the billing process, please contact Caitlin Murphy at CMurphy@stpaulsmd.org or 443-632-1162.
- After viewing your statement, you can pay online by credit card or e-check or by sending payment to:

Business Office  
St. Paul's School  
P.O. Box 8100  
Brooklandville, MD 21022-8100

**Finance charges accrue monthly on all open balances. Students whose accounts are more than 60 days past due may lose charging privileges at the bookstore, use of the daily bus service, access to ESP, and extracurricular activities.**