At the time of your child’s enrollment and at the beginning of each school year thereafter, you will be asked to sign a tuition agreement. Please sign and return one copy. Keep a copy for your files. Read this carefully before you sign. This is an agreement.

**Tuition Payment Procedures**: Your child’s tuition is a monthly fee with two payment options.

**\*Bi-Monthly payment:** Your payment is due by the 1st and the 15th of each month. After the 15th a late fee of 10.00 will be added to your bill, if not paid in full.

**\*Monthly payment**: Your payment is due by the 1th of each month. After the 5th a late fee of $10.00 will be added to your bill.

**Supply Fee**: These fees are due in August and January. The fee is due with the first tuition payment for each semester. Fees are found on the Current Tuition Sheet.

**Annual Registration Fee**: Will be due at the time of enrollment of your child for the school year and each year thereafter.

**Sibling Discount**: If you have more than one child enrolled in the school, you will receive a 10% discount on the Tuition fee for each additional child enrolled. The discount will be applicable to the sibling(s) with lesser or equal tuition fee.

**Vacation and Sickness Procedures**: Tuition paid holds a space for your child within our program whether he/she is in attendance or not; for that reason, there will be no reduction in fees for absences or illness. Springwood Montessori allows one week of vacation time in the summer, when no tuition is due. For your child to receive this vacation time you will need to notify the school two weeks prior. If additional vacation time is taken, tuition will be required to hold your child’s spot.

**Withdrawals:** If a student is withdrawn a written notice of at least 2 weeks is required prior to withdrawal. Failure to provide written notice will result in charge of 2 weeks of tuition. The obligation for full payment of tuition continues until the date indicated as date of withdrawal. If a student is withdrawn at the request of the school, the tuition will be prorated and refunded accordingly.

*Keep this page for your records and keep a copy of the fee agreement signature page. Turn the original into the office with your paperwork.*

# My child is enrolled in the

 Infant

 Toddler

 Primary \_\_\_\_\_\_

Half Day

Extended Day

Full Day

 5 Day 3 Day (M/T/W) 2 Day (TH/F)

Applied discounts:

Sibling\_\_\_\_\_ Educator\_\_\_\_\_ Law Enforcement/Fire Fighter\_\_\_\_\_ Military/Veteran\_\_\_\_\_

I have elected to make tuition payments of $

Bi-Monthly (1st &15th)

Monthly (1st)

I have read the policies regarding Tuition Payment Procedures and agree to abide by them. I understand if I decide to change my program, I will first offer a written letter of desire to change to the office. There may be a wait for the extended day spaces.

Parent or Guardian Signature

Signature Date

Print Name Please

# Director Date

Thank you for your continued support.

We are honored that you have chosen Springwood Montessori to stand with you, As a partner, in the caring and education of your child.