



2011 - 2012 ENROLLMENT AGREEMENT

Children's House through Adolescents (2 1/2 year olds through 15 year olds)

I, _____, am the parent / legal guardian of _____,
whose birth date is _____.

I would like to enroll my child at the Montessori School of Celebration for the 2011 - 2012 school year or the remainder thereof.

I would like to request the following program:

___ Children's House (3-6 year olds) Morning Program (8:15 – 11:45)
Payment plan chosen: yearly ___ trimester ___ FACTS (monthly installments) ___

___ Children's House (3-6 year olds) Full Day School Program (8:15 - 3:15)
Payment plan chosen: yearly ___ trimester ___ FACTS (monthly installments) ___

___ Children's House (3-6 year olds) Morning Program with Nap (8:15 - 3:15)
Payment plan chosen: yearly ___ trimester ___ FACTS (monthly installments) ___

___ Children's House (3-6 year olds) Afternoon Program (12:45 – 3:15)
Payment plan: yearly ___ FACTS (monthly installments) ___

___ Lower Elementary (1st through 3rd grades)
Payment plan chosen: yearly ___ trimester ___ FACTS (monthly installments) ___

___ Upper Elementary (4th through 6th grades)
Payment plan chosen: yearly ___ trimester ___ FACTS (monthly installments) ___

___ Adolescents (7th through 9th grades)
Payment plan chosen: yearly ___ trimester ___ FACTS (monthly installments) ___



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REGISTRATION FEES

Registration fees must be paid for each child enrolled. Registration fee for new applicants is \$125 and is due at the time of enrollment. Registration fee for siblings and returning students is \$75 and is due at the time of enrollment. All registration fees are non-refundable. Acceptance of the registration fees does not guarantee enrollment.

RESPONSIBILITY FOR PAYMENT OF FEES

The Enrollment Agreement with MSC is for the entire school year. The parent(s) or legal guardian(s) who sign the Enrollment Agreement for the school year are fully responsible for payment of all fees according to the established payment schedules of MSC. Parties who agree to share responsibility for fees must all sign a Enrollment Agreement. Parents are responsible for payment of tuition, registration fees, materials fees, lunches, field trips and other miscellaneous fees for each student.

RESULT OF LATE PAYMENTS / NSF CHECKS / DELINQUENT ACCOUNTS

Annual Plan - Tuition and Materials fees are to be received by the MSC office no later than May 1st. *Payment will be considered late after May 15th and the discounts will be forfeited. To avoid a \$25 late fee in the event you decide not to pay in full by May 1st, you may change your payment plan prior to April 15th. You must notify the office if you decide to change your payment plan.*

Trimester Plan - Tuition and Materials fee will be paid in three separate payments. The first payment must be received by the MSC office no later than May 1st. The second tuition payment must be received by the MSC office no later than October 1st. The third payment must be received by the MSC office no later than January 1st. *Payments will be considered late after May 15th, October 15th and January 15th. To avoid a \$25 late fee, you may pay in full, or make alternative payment arrangements prior to April 15.*

FACTS payers: information will be supplied by the FACTS Management Company regarding late payments and NSF checks.

Failure to maintain timely payments per the financial arrangement agreed upon with MSC may result in the student being denied access to class. Students may not be admitted to class or re-enrolled for the following school year while there is a delinquent amount outstanding. Failure to pay past due amounts after repeated requests may result in an account being turned over to an outside collection agency. This does not reduce, eliminate, or waive any obligation to pay amounts owed to MSC.

Any check returned to MSC for non-sufficient funds will have a \$40 fee assessed to your account.

Student records will not be released unless all financial obligations to MSC are fulfilled.

WITHDRAWALS

If a family decides they must withdraw from MSC after the first 2 weeks of classes, parents must provide advance notice in writing at least two (2) weeks prior to a student's withdrawal. Any student withdrawing from MSC for any reason during the first two weeks of classes will be responsible for 10% of the total annual tuition fee. **If you withdraw your student after the first two weeks of class, you are committed for the entire annual tuition and fees, regardless of circumstances (i.e. any personal decision or a disciplinary action resulting in expulsion). If students enter mid-year, parents are responsible for the balance of the annual tuition and fees. Registration fees and tuition deposit (s) are non refundable at any time.**

SCHOOL DISMISSAL

If a student is dismissed by the administration for any reason, the tuition for the remainder of the current year is due in full, as well as any outstanding fees. **Registration fees and tuition deposit (s) are not refundable at any time.**

LATE ENROLLMENT

Enrollment after the first two weeks of the school year will occur at the discretion of the administration. Tuition will be prorated.



GENERAL ADMISSIONS INFORMATION

We accept all qualified individuals who can benefit from our program, regardless of race, color, religion, sex, disability, or national origin.

CONDITIONS OF ATTENDANCE

On the first day of school, a child may not be admitted to class unless the registration fee and at least one-tenth of the annual tuition has been paid or a FACTS agreement has been activated. Students may be denied admission to class when an account is 60 days or more in arrears.

VACATION, HOLIDAYS, ILLNESSES

Tuition, lunch, field trip and other program fee credits are not available for vacations, holidays or illnesses.

MULTIPLE CHILD DISCOUNTS

Multiple child discounts are available at MSC. The first child pays full tuition; a 10% discount will be applied to additional siblings. The student enrolled in the highest grade within MSC is considered the first child. For the discount to apply, all children must be legal dependents of the same parent (s).

PAYMENT TERMS / METHODS

Parents must select a payment plan at the time of enrollment.

Annual Plan - Tuition and classroom fees are to be received by the MSC office no later than May 1st. A discount of \$200 is given for those who pay in full annually by or before May 1st. A discount of \$300 is given for those who pay in full annually by or before April 1st. Payment will be considered late after May 15th and the discounts will be forfeited. To avoid a \$25 late fee in the event you decide not to pay in full by May 1st, you may change your payment plan prior to April 15th. You must notify the office if you decide to change your payment plan.

Trimester Plan - Tuition will be paid in three separate payments. The first payment must be received by the MSC office no later than May 1st. The second tuition payment must be received by the MSC office no later than October 1st. The third payment must be received by the MSC office no later than January 1st. Payments will be considered late after May 15th, October 15th and January 15th. To avoid a \$25 late fee, you may pay in full, or make alternative payment arrangements prior to April 15.

Monthly FACTS Plan - Monthly tuition payment arrangements must be made with FACTS Management Company. Automatic withdrawals of monthly tuition payments and monthly fees are pre-authorized on the 5th, 15th, 20th or 30th of each month. All payment plans should be submitted with the enrollment packet.

Materials Fee: Children's House \$400, Elementary and Adolescent Programs \$540; due by August 1st in a one-time payment or added to your monthly FACTS agreement; annual payment plan - Materials Fee must be paid by May 1st; trimester payment plan - Materials Fee must be paid in three installments due May 1st, October 1st and January 1st.

FUNDRAISING COMMITMENT

Fundraising is an integral part of the MSC budget. As a MSC family, you are required to participate in fundraising. Financially, we ask that each family raise \$500 through the fundraising events. A donation of \$500 can be made to MSC in a one-time payment or added to your monthly FACTS agreement to qualify towards your annual fundraising commitment.

I am financially responsible for this child and agree to all the terms and conditions contained on all pages of this Enrollment Agreement. I have enclosed the non-refundable registration fee (\$125 / \$75) and the non-refundable tuition deposit (\$700).

Parent / legal guardian

Date