



Montessori School of Celebration
servicing children since 1999

901 Begonia Road, Celebration, FL 34747 * Phone: (407)566-1561 * Fax: (407)566-1544 * E-mail: montessori.school@celebration.fl.us

ENROLLMENT AGREEMENT: 2012 - 2013

GENERAL ADMISSIONS INFORMATION

- **Enrollment** - MSC accepts all qualified individuals who can benefit from our programs, regardless of race, color, religion, sex, disability or national origin.
- **Responsibility for Payment of Fees** – The Enrollment Agreement with MSC covers the entire school year. Parties who agree to share responsibility for fees must all sign the Enrollment Agreement. The parent(s) or legal guardian(s) who sign the Enrollment Agreement are fully responsible for payments of tuition and fees according to the established payment plans, Registration fees, Materials fees, lunches, field trips and other miscellaneous fees for each student.
- **Conditions of Attendance** – A child may not be admitted to school on the first day of the school year unless the registration fee and at least one-tenth of the annual tuition and classroom fees have been paid for **or** a FACTS Tuition Management agreement has been activated and presented to the administration office. A child may be denied admission to the school when an account is 60 days or more in arrears.
- **Vacation, Holidays and Illnesses** – Tuition, classroom fees, lunches, field trips and other program fee credits are not available due to vacations, holidays and illnesses.
- **Multiple Child Discounts** – Multiple child discounts are available at MSC. The first child pays full tuition and classroom fees with additional siblings qualifying for a 10% discount on annual tuition. The student enrolled in the highest grade within MSC will be considered the first child and pay full tuition. For the sibling discount to apply, all children must be legal dependents of the same parent(s). Sibling discounts will not be applied to any other fees.

REGISTRATION FEES – Registration fees must be paid for each child enrolled and are non-refundable. Acceptance of the registration fee does not guarantee enrollment.

- **New Applicant** – Registration fee for new applicants is \$125.00 and is due at time of enrollment
- **Returning Students** – Registration for returning students is \$75.00 and is due at time of enrollment
- **Siblings** – Registration fee for siblings is \$75.00 and is due at time of enrollment.



Montessori School of Celebration
servicing children since 1999

901 Begonia Road, Celebration, FL 34747 * Phone: (+07)566-1561 * Fax: (+07)566-1544 * E-mail: montessori.school@celebration.fl.us

MATERIALS FEES – Materials fees (MF) must be paid in accordance with the terms and conditions and the payment dates of the **Payment Plan** selected.

- Children’s House Program: \$400.00
- Elementary and Adolescent Programs: \$540.00
- Yearly payment plan: MF due May 1; 10% discount if paid in full by May 1
- 12-month payment plan: MF due May 1; 10% discount if paid in full by May 1
- 10-month payment plan: MF due July 1; 10% discount if paid in full by July 1
- Trimester payment plan: MF due May 1; 10% discount if paid in full by May 1
- If the Materials Fee is not paid by the above dates it will be added automatically to your payment plan.

PAYMENT PLANS – TERMS AND CONDITIONS

- Parent(s) or legal guardian(s) must select a payment plan at time of enrollment. Any change of payment plan must be submitted in writing to the MSC office. The non-refundable Registration Fee and a non-refundable tuition deposit of \$700.00 is due at time of enrollment and must be included with the Enrollment Agreement.
- Failure to maintain timely payments per the financial terms agreed upon with MSC may result in the student being denied access to the school. Students may not be admitted to class or re-enrolled for the following school year while there is a delinquent amount outstanding. Delinquent accounts may be turned over to outside collection agencies. This does not reduce, eliminate or waive any obligation to pay amounts owed to MSC.
- Any checks returned to MSC for non-sufficient funds will result in a \$40.00 fee assessed to the account
- Student records will not be released unless all financial obligations to MSC are fulfilled.

ANNUAL PAYMENT PLAN – Tuition and classroom fees are to be received by the MSC office in one lump sum payment by May 1st of the enrollment calendar year. Applicable discounts are as follows:

- \$300 discount if paid on or before April 1st.
- \$200 discount if paid on or before May 1st.
- Discounts will be forfeited if lump sum payment is received after May 15th.

Change from the Annual Payment Plan to any other payment plan must be received in writing by April 15th of the enrollment calendar year. Tuition and classroom fees are non-refundable.



Montessori School of Celebration
servicing children since 1999

901 Begonia Road, Celebration, FL 34747 * Phone: (407)566-1561 * Fax: (407)566-1544 * E-mail: montessori.school@celebration.fl.us

TRIMESTER PAYMENT PLAN – Tuition and classroom fees are to be paid in three installments as follows:

- First Payment – Due on or before May 1st of the enrollment calendar year
- Second Payment – Due on or before October 1st of the enrollment calendar year
- Third Payment – Due on or before December 31st of the enrollment calendar year
- Payments will be considered past due if received 10 calendar days after each due date and a \$25 late fee will be added to the payment. Tuition and classroom fees are non-refundable.

FACTS TUITION MANAGEMENT MONTHLY PAYMENT PLAN

Monthly tuition payments plans can be arranged through FACTS MANAGEMENT COMPANY. Please refer to the FACTS information package for terms and conditions. Tuition and classroom fees are non-refundable.

WITHDRAWAL OR DISMISSAL FROM MSC

In the event of withdrawing a child during the school year or if a child is dismissed by the administration for any reason, tuition and classroom fees will not be refunded. Under the Trimester and Monthly payments plans, all tuition and classroom fees for the remainder of the school year will be due in full at time of withdrawal or dismissal.

LATE ENROLLMENT

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



Montessori School of Celebration
serving children since 1999

901 Begonia Road, Celebration, FL 34747 * Phone: (407)566-1561 * Fax: (407)566-1544 * E-mail: montessori.school@celebration.fl.us

ENROLLMENT AGREEMENT

I am financially responsible for this child and agree to all the terms and conditions contained in all pages of this Enrollment Agreement. I have enclosed the applicable non-refundable Registration Fee (\$125.00)/(\$75.00) and the non-refundable tuition deposit of \$700.00.

Parent / Legal Guardian

Date

Parent / Legal Guardian

Rev. 2/2012