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## Tuition Agreement

The operation of Beginnings Montessori School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment into your child's education. The tuition for Beginnings Montessori School are approved annually by our Board of Directors. It is the responsibility of the Board of Directors to ensure that adequate financial resources are available for the school and that enrollment is available as affordable as possible to all parents.

The following policies are in effect for tuition and fees:

There are three basic payment options to make tuition payments. *All tuition payments are received and processed through FACTS.* FACTS is the contracted provider by Beginnings Montessori School for administering our tuition program. **Enrollment in FACTS is required no later than June 1, 2018.** The tuition plans are as follows:

1. Full Payment (One Payment): The entire tuition is due on or before August 15, 2018, A 2% discount applies.
2. Semi-Annual Payment (Two Payments): One half of the tuition is due on or before August 15, 2018. The other half is due on or before January 15, 2019.
3. Monthly Payments (10 Months): Monthly payments are due on or before the 15<sup>th</sup> of the month beginning in August and ending in May.

### Cancellation of Enrollment:

If your family has failed to enroll in FACTS by June 1, 2018, your child will no longer be considered enrolled for the Fall semester. If there is a Waiting List, your child's spot will be offered to the next child on that list. If you decide to withdraw from Beginnings Montessori School after June 1, for any reason, you will be charged the equivalent of three month's tuition for each child that is no longer attending the school. \_\_\_\_\_ (initial)

### Late Payments:

All payments are due on the selected due date. If payments are not received by the date due, a late fee will be assessed. All families are responsible for meeting their tuition obligation to Beginnings Montessori on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the Bookkeeper so that special arrangements and adjustments to your agreement can be made. \_\_\_\_\_ (initial)

Tuition Delinquency:

All families whose account falls three months in arrears and has been unwilling to make alternative arrangements will have their student(s) be subjected to a financial suspension. If a Financial Suspension is imposed, the student will be asked to leave the school until all tuition and fees are paid in full. No official records will be released for any student until the financial obligations are completed. \_\_\_\_\_ (initial)

Registration Fee:

Both new and returning students will be required to pay a non-refundable registration fee. Returning students must complete and return the Registration Form to their teacher, along with the registration fee, to hold or reserve your spot(s) for the following year. If the school does not have the registration form, the student is not considered enrolled for the following year. Registration Forms received before March 31, 2018, will be subjected to a \$50 early registration fee. Any Registration Form received after April 1, 2018, will have a \$100 registration fee. \_\_\_\_\_ (initial)

Late Registrations:

Families registering after the start of the 2018-19 school year shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be attending according to a formula established by the Board of Directors. \_\_\_\_\_ (initial)

Refund Policy:

For students who withdraw from Beginnings Montessori School, there will be a three month early withdrawal fee per child registered. If there is less than three months until the end of the school year you will only be charged those remaining months. If a student withdraws prior to the first day of school, there will be a 3 month penalty. Tuition is required for any month in which a student is in attendance, regardless of the number of days. \_\_\_\_\_ (initial)

I / We have read this agreement and expressly acknowledge Beginnings Montessori School's Tuition and Fee Policy and are in agreement with all of the terms outlined in this agreement.

**Signature:** \_\_\_\_\_ (Parent / Guardian)

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (Parent / Guardian)

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (School Official)

**Date:** \_\_\_\_\_