

Admission & Financial Agreement 2018-2019

- **School tuition is based on a 180-day school year.**
- **Tuition is not subject to adjustments due to illness, vacation, or absence.**

Tuition Payments:

- If the entire tuition for the following year is paid in advance, a 5% discount will be given by May 1st and a 3% discount thereafter.
- Tuition can be arranged in ten installments, deposit amount of one payment (10% of yearly tuition) is due at the time of the registration (May 1st) followed by 9 payments for Sept 1st, 2018 through May 1st, 2019.
- This deposit is only refundable if you terminate enrollment between September 1st, 2018 and March 1st, 2019. Otherwise it will be applied to your last payment. (June 1st, 2019)
- There is a 5% discount for siblings (second child).
- Tuition payments are due on or before the 25th of each month (Aug. 25th through April 25th). Payments received after the 2nd day of each month are subject to a 5% late fee.
- Mills Montessori reserves the right to terminate any enrollment if the tuition is not paid by the 15th of each month.
- There is a \$30 service charge for bounced checks. No bill will be sent home unless you are late with your payment.

Extra Expenses:

- Books, workbooks and testing fee: Pre-school II: \$250; Kindergarten & Elementary: \$400.
- Annual application processing fee: \$100.00 per child
- Any changes or modification to your child's daily schedule will result in a \$100.00 processing fee.
- If your child chooses to participate in any theatrical events there will be some additional fees for costumes, which will not exceed \$100.00 per costume.
- Hot lunches are available and optional.

Termination of Enrollment:

- A prior notice of one month (18 working days) is required to terminate your child's enrollment.
- Mills Montessori reserves the right to decline enrollment of a child, or terminate any child's enrollment at any time with one-month prior notice, if such an action is deemed to be in the best interest of the child or the school environment.
- Disenrollment will follow with a full refund of the remainder of the child's tuition. The application fee is non-refundable.

Late Pick-up:

- Unless prior arrangements have been made with the school, a charge of \$10.00 per hour will be applied, starting fifteen minutes after your child's pick up time. A late pick up fee of \$1.00 per minute be charged after 6:00pm.

Holidays:

- The school is closed for all National holidays, including winter and spring breaks. However, daycare will be available for an additional charge (for specific dates please refer to the school calendar).

**Mills Montessori reserves the right to make any changes to this document without any prior notice.*

Parent/Guardian

Director

Date