

# Greenwood Montessori School



## 2018-19 Financial Policies, Fees and Tuition

The **Financial Policies, Fees & Tuition** schedule is distributed at the time of initial registration and with each subsequent re-registration. Tuition and payment schedules are established annually by the Director and the School's Financial Planner. Greenwood Montessori School cannot accept a re-registration for any child until any and all outstanding financial obligations have been met. In such cases, the child will not be re-admitted to the school for the following academic year unless arrangements have been made with the Director regarding payment of the overdue amount.

### Registration, Deposit & Other Fees

**Registration/Re-Registration Fee:** A **\$50** non-refundable **Registration Fee** is due at the time of initial registration, and with each subsequent re-registration or sibling registration, for each child being registered. Re-Registration occurs in January of each year for the following academic year to give current families enrollment preference for their eligible child and/or sibling, prior to registration opening up to the public.

**Deposit:** A **\$500** non-refundable **Deposit** is due at the time of initial registration, and with each subsequent re-registration, for each child being registered. This Deposit secures your child's spot at the time of initial registration, re-registration or sibling registration and is deducted from your annual tuition.

**Activity/Material Fee:** A **\$200** non-refundable **Activity/Material Fee** is due at the time of initial registration, and with each subsequent re-registration or sibling registration, for each child being registered. The Activity/Material Fee is used to offset the cost of field trips, in-house enrichment programs and classroom materials and supplies and is forfeited if a child is withdrawn or terminated for any reason at any time after registration or re-registration. **If the payment of this fee at the time of registration or re-registration presents a financial hardship, the Activity/Material Fee can be divided equally among your payment installments.** For enrollment after September of the academic year, this fee will be pro-rated.

**Please Note:** one check may be written for the Registration Fee, Deposit and Activity/Material Fee. **The Deposit, Registration/Re-Registration/Sibling Registration Fees, Activity/Material Fee and any Tuition previously paid are forfeited if a child is withdrawn or terminated at any time for any reason after registration or re-registration.**

Tuition (for the academic year September-June)

#### PRIMARY PROGRAM

<b>5-Day</b> (Monday-Friday):	Half-Day 8:30-12:00	Annual Tuition: \$7,953 (\$7,453) - \$621.08*
	Full-Day 8:30-3:00	Annual Tuition: \$9,984 (\$9,484) - \$790.33*
<b>3-Day</b> (M/W/F):	Half-Day 8:30-12:00	Annual Tuition: \$6,052 (\$5,552) - \$462.67*
	Full-Day 8:30-3:00	Annual Tuition: \$8,280 (\$7,780) - \$648.33*
<b>2-Day</b> (T/TH)	Half-Day 8:30-12:00	Annual Tuition: \$5,102 (\$4,602) - \$383.50*
	Full-Day 8:30-3:00	Annual Tuition: \$6,652 (\$6,152) - \$512.67*

\*The amounts in parenthesis above reflect the subtotal of the annual tuition after the \$500 deposit has been deducted; monthly amounts listed above are based on 12 equal monthly payments from July 1<sup>st</sup> through June 1<sup>st</sup> of the annual tuition amount after the deposit has been deducted. Please refer to **Option C** of the Financial Policies for specific information regarding the payment schedule for the monthly installment option.

please see reverse side

### **Tuition Payment Options**

Three tuition payment options are available, as follows:

#### **Option A**

*Annual Payment Option:* annual tuition due **August 1st** for the academic year beginning in September.

#### **Option B**

*Semi-Annual Option:* 50% of annual tuition due **August 1st**; remaining 50% due **January 1st**.

#### **Option C**

*Monthly Payment Option (12-month payment schedule):* payable in 12 equal monthly installments from **July 1st – June 1st**.

**Please note:** annual tuition for families enrolling after the month of September and choosing the monthly payment option will be prorated, and the balance will be paid in equal monthly installments over the number of months remaining in the school regardless of how many weeks there are in each month.

### **Other Financial Information**

*Cash, Checks or PayPal* are accepted forms of payment. Please note: there is an approximate 3% fee for payments made via PayPal, for which families are responsible.

*Sibling Discount:* a 10% discount is calculated on the **lowest** sibling rate.

*Late Payment/Returned Check Fees:* All tuition is due **on or before** the dates indicated above. A late payment fee of **\$25.00** will be assessed. If payment is not received within one week of the due date, the child cannot return to school until full payment, together with applicable late fees, is made. *After two late payments, the School may require your bank's information to auto-draw the funds from your account.* There will be a minimum \$30 fee on checks returned; if the School incurs other fees as a result of a returned check, the family will also be responsible for those additional fees. After two returned checks, only cash payments will be accepted for the student to remain in the program.

*Forfeit of Tuition/Fees:* At any point after registration and/or re-registration, if a child is withdrawn by his/her family **for any reason whatsoever**, or terminated for sufficient cause, **as determined by the School**, all tuition/deposits/fees previously paid are forfeited by the family.

*Other:* Greenwood Montessori School does not make up days due to inclement weather, and there is no credit for absences for any reason, vacations, holidays or closings/delays/dismissals due to inclement weather, natural disasters, an illness outbreak in children and/or staff, or any other reason that warrants a school closing. Days cannot be substituted, and missed days cannot be made up.

*Questions regarding the financial policies, fees and/or tuitions should be forwarded to the Administrator.*