

# Julia Street Montessori School

## Financial Policy 2021-2022

### Deposits

1. A new student registration fee and deposit must accompany each application. Enrollment will not be secure until the following have been turned in: Application, signed tuition agreement, \$300 deposit & \$100 Registration Fee **(New students only)**
2. Both the Registration Fee & Deposits are non-refundable with the following exception: Students who un-enroll for the following school year may receive a 50 percent refund of the deposit if the business manager is notified in writing by April 3, 2020. No refunds or deposits will be issued after April 3<sup>rd</sup>.
3. Please note that prices are quoted for cash or check. A 3.5% convenience fee will be assessed if you wish to pay with PayPal.

### Tuition Payments

1. Parents/Guardians may opt to pay the tuition in full by semester with the appropriate discounts as outlined in the Tuition Schedule, or they may opt to pay the tuition in 10 equal installments. Once the deadline for prepayment discounts passes, those options will no longer be available.
2. Parents/guardians may choose to change their payment option to monthly if their circumstances have changed.
3. The billing cycle will be from the 1<sup>st</sup> to the 1<sup>st</sup> of the next month. Tuition more than 10 days past due will be assessed late fees as follows: \$10.00/month
4. A returned check fee of \$15 will be assessed.
5. Any student whose account is 30 days in the rears will not be allowed to return to school until the parent (guardian) meets with the business manager.
6. Concerning divorced parents: Invoices, statements, and other financial information will only be shared with the parent(S) who has signed the application and tuition agreement.
7. Parents/ guardians who wish to reserve a future place for their child will be responsible for paying the monthly installment even though their child has not begun classes.

## **Un-Enrollment**

1. A minimum notice of 30 days must be given in writing for a parent/ guardian/ to un-enroll his/her child due to unforeseen circumstances such as health-related issues or family relocation. Please note: The parent/ guardian will be responsible for the next 30 days of tuition from the date notice is received. All prepaid fees, including registration, deposit, materials & field trip fees, are non-refundable.

2. Parent's/Guardians who unenroll after July, 1 5th 2021, are responsible for August tuition payment.

3. Refunds for payment in full – In the event, the child is un-enrolled by their parents/guardian before the end of the school year, refunds will be given for the unused portion of the tuition with the following caveats:

- 1) All prepaid fees will not be refundable.
- 2) The months that the child was enrolled will be billed at the monthly rate.
- 3) A 30-day notice of un-enrollment must be given.

## **Late Enrollees**

1. Parents whose child begins before September 16, 2021, but after the first day of school, are responsible for the full tuition paid in 10 equal monthly payments.

2. Parents whose child begins after September 16, 2021, will be responsible for the prorated month they begin at 50% of the monthly tuition for June.