

FAIRVIEW MONTESSORI SCHOOL  
2019-2020 TUITION CONTRACT

This tuition contract is between Fairview Montessori School ("FMS") and \_\_\_\_\_, the parent(s)/guardian(s) (the "PARENTS") financially responsible for the following child(ren) (the "STUDENT"):

I. STUDENT'S schedule(s) will be as follows \_\_\_\_\_ (e.g. 5 half days with before school care, etc.) for the **entire 9-month academic year** (the "AY"), late August through late May, or for the portion thereof remaining. PARENTS agree to pay the required tuition, fees, and charges set forth herein. If, at any time, STUDENT'S schedule is altered and results in a change in tuition, PARENTS' account balance will be adjusted accordingly but financial obligations to FMS otherwise will remain unchanged.

- A. **TUITION DEPOSIT: \$300.00 per child, receipt of which is required to guarantee a space at FMS.** The deposit will be carried over during reenrollment or applied to the last scheduled payment of the AY. (See OTHER FEES for exceptions.) The deposit is nonrefundable if STUDENT does not enroll and is forfeited if STUDENT withdraws or is dismissed by FMS prior to completion of the AY.
- B. PARENTS agree to pay FMS in full as follows (check one) for the entire AY or portion thereof remaining.

- 1 Installment/Annual: AY tuition less deposit paid, **due August 1<sup>st</sup>** (3% discount)
- 2 Installments/Semi-Annual: AY tuition less deposit paid, **½ due August 1<sup>st</sup>, ½ due January 1<sup>st</sup>**
- 10 Installments: 1/10 AY tuition due **August 1<sup>st</sup> through May 1<sup>st</sup>**
- Monthly: PARENTS may choose this option **only if** the STUDENT enrolls mid-year. Tuition will be prorated. Cost per month is equivalent to 1/9 AY tuition.

- C. If PARENTS decide not to enroll for the school year after submitting this contract, the tuition deposit is forfeited. Further, PARENTS must notify the school in writing by JULY 1 and no less than 30 days prior to the due date of the first tuition payment. Otherwise, PARENTS are obligated to pay the Aug 1 installment in order to be released from further contractual obligations.

D. OTHER FEES as outlined below:

1. **Late Payment Fee: payments not received by the 3<sup>rd</sup> incur a late fee of \$25.00 (if the 3<sup>rd</sup> falls on a Sunday or holiday, payments must be received by the 2<sup>nd</sup> to avoid a fee).**
2. Returned Check Fee: PARENT'S account will be charged \$12-\$15 to cover charges assessed against FMS by its financial institution.
3. Late Pick-Up Fee: rate is \$10 per 15 minute interval or \$1 per minute after 530p. If not paid at time of pick up, fees will be deducted from the deposit or charged to PARENT'S account.
4. Schedule Changes: \$50
5. Changes to Payment Plan: \$50. There is no penalty for pre-payment.
6. Special Project Fees: any fees will be brought to PARENT'S attention by STUDENT'S teacher prior to the event and usually are under \$15.
7. **Late payment and other unpaid fees accrued during the AY may be deducted from PARENT'S deposit; therefore, the amount carried over during reenrollment or applied to May's tuition may not equal \$300.**

II. Enrollment is for the entire AY or portion remaining. PARENTS are obligated to make **timely payments** for the entire AY or term for which the STUDENT is enrolled. **Payment is due on or before the 1st of the month even if PARENTS do not receive an invoice.** Accounts not paid in full before the end of the month will result in the STUDENT'S suspension until the account is brought current. Tuition is **nonrefundable** and **nontransferable**, even if STUDENT does not attend the entire AY for reasons including, but not limited to, vacation, illness, dismissal, school closure, holidays, and withdrawal.

III. PARENTS must return to FMS all forms required for enrollment before STUDENT can attend. Students' files are confidential unless disclosure is required and permitted by law. Files will be retained for at least 3 years. If forms are not returned or are not updated yearly as required, STUDENT shall not be allowed to attend school.

- A. **Immunization Policy:** STUDENT must be fully immunized in order to attend FMS. Only a medical exemption provided by a licensed health care practitioner will be honored.
- B. Failure to provide proof of an **annual health assessment** each year STUDENT is enrolled may result in suspension or exclusion from school until a current form is submitted.
- C. PARENTS acknowledge that FMS is peanut and tree-nut free. Notice of life-threatening food allergies and diet restrictions must be provided in writing.

IV. PARENTS acknowledge that the Montessori environment incorporates the use of materials that pose choking and laceration hazards (glass containers, ceramics, small beads, etc.) to children under age 5 years. PARENTS specifically agree that risks inherent to the Montessori curriculum are outweighed by the benefits of the experiential education that Montessori provides. FMS agrees that a certified Montessori teacher will be present in the environment at all times and will instruct both the children and the assistants in the use and care of such materials.

V. PARENTS agree that directory-type information will be distributed to FMS families unless indicated otherwise on the Email & Directory Information form. FMS will not release or sell email addresses to solicitors or 3<sup>rd</sup> parties.

VI. PARENTS agree that pictures of STUDENT and of STUDENT'S work may be used on condition of anonymity for educational, public relations, or marketing purposes.

VII. PARENTS agree that **email is the primary and official means of communication used by FMS.**

VIII. Once the school year has started, PARENTS may terminate this CONTRACT provided that 30 days written notice is given to FMS. STUDENT may attend classes during the month following notice of withdrawal if the month's dues are paid in full as scheduled. Failure to notify the FMS of early withdrawal obligates PARENTS to pay 100% of the following month's tuition. There are no refunds of tuition and fees already paid and deposits are forfeited.

IX. FMS reserves the right to terminate this CONTRACT if it determines, in its sole discretion, that:

- the STUDENT is unable to thrive in the school's environment
- FMS is unable to meet the STUDENT'S needs
- the attitude or conduct of the STUDENT or of the PARENTS is not compatible with the school's mission or with the welfare of the other students
  - A. If FMS terminates this CONTRACT under these circumstances, the PARENTS will be excused from further tuition responsibility.
  - B. FMS is limited to a refund of the unearned portion of tuition paid in advance of services.

X. PARENTS agree to **read and understand the policies and procedures set forth in the Parent Handbook** and to comply with the terms and conditions therein, as well as with any other rules as may be amended by FMS from time to time.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature Date