

# Greenwood Montessori School

## 2019-20 **Toddler** 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 & 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.

**General/Materials/Supply Fee:** A **\$200** non-refundable **General/Materials/Supply (GMS) Fee** is due at the time of initial registration, and with each subsequent re-registration or sibling registration, for each child being registered. The GMS Fee is used to offset the cost of any field trips, in-house enrichment programs and classroom materials and supplies and is forfeited if a child is withdrawn or terminated for any reason at any time after registration or re-registration.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 GMS 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 GMS Fee. **The Deposit and Fees are forfeited if a child is withdrawn or terminated for any reason at any time after registration or re-registration.**

**Program for which you are registering (please check one):**

| Program                | Schedule<br>(check one) | Annual<br>Tuition | After<br>Deposit | Monthly Payments*        |                            |                          |
|------------------------|-------------------------|-------------------|------------------|--------------------------|----------------------------|--------------------------|
|                        |                         |                   |                  | 12 months<br>(July-June) | 11 months<br>(August-June) | 10 months<br>(Sept-June) |
| 5-Day (Monday-Friday): | Half-Day 8:45-11:45     | \$ 8,615.00       | \$ ( 8,115.00)   | \$ 676.25                | \$ 737.73                  | \$ 811.50                |
|                        | Full-Day 8:30-2:45      | \$10,685.00       | \$(10,185.00)    | \$ 848.75                | \$ 925.91                  | \$ 1,018.50              |
| 3-Day (M/W/F):         | Half-Day 8:45-11:45     | \$ 6,675.00       | \$ (6,175.00)    | \$ 514.58                | \$ 561.36                  | \$ 617.50                |
|                        | Full-Day 8:30-2:45      | \$ 8,945.00       | \$ (8,445.00)    | \$ 703.75                | \$ 767.73                  | \$ 844.50                |
| 2-Day (T/TH):          | Half-Day 8:45-11:45     | \$ 5,705.00       | \$ (5,205.00)    | \$ 433.75                | \$ 473.18                  | \$ 520.50                |
|                        | Full-Day 8:30-2:45      | \$ 7,285.00       | \$ (6,785.00)    | \$ 565.42                | \$ 616.82                  | \$ 678.50                |

\*The amounts in parenthesis above reflect the annual tuition after the \$500 deposit has been deducted; the monthly amounts reflect the payment schedule based when registration occurs. Please refer to our Financial Policies for details regarding the Deposit, Fees and Payment Options. One check, payable to Greenwood Montessori School, may be submitted with this Registration Application to include the \$50 Registration Fee, \$500 Deposit and \$200 GMS Fee. **The Deposit, Registration/Re-Registration/Sibling Registration Fees, GMS Fee and any Tuition previously paid are forfeited by the family if a child is withdrawn or terminated at any time for any reason after registration or re-registration**

*please see reverse side*

### ***Tuition Payment Options***

Three tuition payment options are available, as follows:

#### **Option A**

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

#### **Option B**

*Semi-Annual Option:* 50% of annual tuition due **July 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 Director.***