



## **Wimberley Montessori School Payment Acceptance Policy**

The Wimberley Montessori School accepts payments for tuition and fees by check, money order, cash, bank transfer, or credit card. The school allows online payments via invoicing thru QuickBooks.

Tuition and afternoon enrichment payments are due on the 1<sup>st</sup> of each month. Payments received after the 20<sup>th</sup> of the month will be assessed a \$20 late fee.

Checks or Money Orders: A drop box or deposit slot will be located outside the school to drop off payments. Please place checks or money orders in the slot on the top of the box. Please be sure the student's name is noted on them – ***an envelope is not necessary for payment by check or money order but must be used for cash.*** Checks and Money Orders may also be mailed to the school.

Cash: Place cash in a sealed envelope with the student's name on it and drop it in the slot on top of the drop box described above. ***When paying with cash WMS requests the exact amount to be paid.*** We do not have petty cash on hand and documenting over and under payments increases our operating costs. Thank you for your understanding.

Online Credit Card and Bank Transfer Payments: Wimberley Montessori School allows online payments through QuickBooks invoicing using a credit card or bank transfer. Beginning June 1, 2023, processing fees will be added to the cost of tuition and fees to recover the fees that the school is required to pay our merchant service provider. Processing fees are listed below. All families must indicate which payment method they will use so that invoices can be set up correctly.

Recurring Payments: The Montessori School can set up recurring payments using credit cards through QuickBooks (processing fees would apply). To be able to setup a recurring payment we would need a signed authorization form with all credit card information. This information would then be stored in QuickBooks and backed up using a cloud service. Paper copies of credit card information will be shredded once the information is entered into QuickBooks.

Tuition and Fee Payment Using Your Own Bank: Most banks offer a free bill payment option for their customers. In this instance you would simply set up the Wimberley Montessori School at 45 La Buena Vista Dr, Wimberley, TX 78676 as the Payee and a check will be mailed to the school on your behalf. This option normally does not involve any fees by the bank.

**Please indicate your preference for payment and sign and return the form on the next page.**

<b>Additional Costs for Use of Credit Cards - QuickBooks Invoices: 3.5% + \$0.30</b>					
<b>Fee Type:</b>	<b>School Fees</b>	<b>Processing Fee</b>	<b>Total Paid on Invoice</b>	<b>Fee Paid to Merchant Service</b>	<b>Amt Deposited to School</b>
Enrollment Fees	\$175.00	\$6.66	\$181.66	\$6.66	\$175.00
Annual Tuition - Elementary & FT Caterpillar & Primary	\$8,500.00	\$308.60	\$8,808.60	\$308.60	\$8,500.00
Monthly Installment Full Time	\$850.00	\$31.14	\$881.14	\$31.14	\$850.00
Annual Tuition - 4 Day - Caterpillar & Primary	\$8,000.00	\$290.47	\$8,290.47	\$290.47	\$8,000.00
Monthly Installment 4 Day Caterpillar & Primary	\$800.00	\$29.33	\$829.33	\$29.33	\$800.00
Annual Tuition - 3 Day/half day - Caterpillar & Primary	\$7,500.00	\$272.33	\$7,772.33	\$272.33	\$7,500.00
Monthly Installment 3 Day/half day Caterpillar & Primary	\$750.00	\$27.51	\$777.51	\$27.51	\$750.00
Monthly Tuition	\$880.00	\$32.23	\$912.23	\$32.23	\$880.00
Caterpillar Supply Fees	\$350.00	\$13.01	\$363.01	\$13.01	\$350.00
Primary & Elementary Supply Fees	\$400.00	\$14.82	\$414.82	\$14.82	\$400.00
Afternoon Enrichment	\$15.00	\$0.86	\$15.86	\$0.86	\$15.00
Summer School Deposit	\$100.00	\$3.94	\$103.94	\$3.94	\$100.00
June Summer School plus Supply Fee	\$600.00	\$22.07	\$622.07	\$22.07	\$600.00
July Summer School plus Supply Fee	\$700.00	\$25.70	\$725.70	\$25.70	\$700.00
Wait List Fee	\$75.00	\$3.03	\$78.03	\$3.03	\$75.00

**Additional Costs for Families to Pay by Invoice Using Their Bank Account Routing Number and Account Number:  
\$3.00 Flat Fee Per Invoice**

**No additional costs for Families to Pay by Cash or Check**

Please indicate below which payment option you will be using. Changes can be made throughout the year by contacting the Office Manager.

I will be paying by check or cash so there will be no processing fees involved.

I will be paying by invoice using my bank account number and routing number and understand that a \$3.00 flat fee will be included on the invoice.

I will be paying by invoice using my credit or debit card and understand that the processing fee(s) in the chart above will be applied to the invoice.

Student Legal Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian