

ALLEN MONTESSORI ACADEMY

612 Pebblebrook Drive, Allen, TX 75002

ENROLLMENT AND TUITION AGREEMENT 2019-2020 SCHOOL YEAR

I hereby request enrollment for my child, _____ in the program selected below, for 2019-2020 school year.

<u>Full Time Program</u>	Monday-Friday	6:30am - 6:00 pm
<u>Part Time Program</u>	3 Full Days or 8:00 am - 4:00 pm	5 Half Days 7.45 am - 11.45 am

**Please check the days and times your child is attending:*

Monday Tuesday Wednesday Thursday Friday
 6:30am - 6:00 pm 8:00 am - 4:00 pm 7.45 am - 11.45 am

After School Program 3:00 pm - 6:00 pm

Terms of Enrollment:

I agree that my child is enrolling from _____ (start date).

Registration Fee: I understand that initial enrollment requires payment of non-refundable registration fee of \$200.00 per family.

Tuition: I understand that the total tuition for the Program I have chosen is \$ _____ per month

Tuition Payment Choice: (please check one)

- Monthly in full due on the 1st day each month no later than 3rd.
 Bi- weekly on the 1st and on the 15th

Late Payments: There will be a \$25.00 late charge for tuition received after 3rd of the month.

Part Time Enrollment: I understand that part-time enrollment is for specified days of the week and that substitution of days will result in an additional charge of \$50.00 per day.

Payment Method/Return Check Charge: I understand that I make my payment by check, or in cash (if exact amount). I also understand that \$30.00 fee will be assessed for a returned check.

Arrival/Departure Policy: I understand that school opens at 6:30am and closes at 6:00pm. A \$1.00 per minute charge will be assessed for Late Pick-Up, payable directly to the teacher on duty.

Tuition Increases: I expect that tuition may increase annually by minimum of 5%, but no more than 10%.

Sibling Discount: I understand that if I have more than one child enrolled at Allen Montessori Academy full time, the tuition for each additional child after the first one will be reduced by 10% (applicable only for full time students).

Supply Fees: I agree to pay a non-refundable supply fee of \$150 twice a year, being due along with the monthly tuition installments due on September 1st and January 1st

Withdrawal: Should it become necessary to withdraw my child from the school for any reason, I will give 30days written notice of my intent to withdraw. In lieu of 30days notice, I agree to pay the next monthly installment when it is due.

Student Termination: I understand that Allen Montessori Academy reserves the right to terminate a student's enrollment at any time, if considered necessary for the well-being of the child or other children.

Parent Handbook: I understand that other school policies and procedures are covered in the Parent Handbook. And I have received a copy of the Allen Montessori Academy Handbook.

I agree to pay full installment amount each month, even though my child may not attend some days during the month, and regardless of the number of days missed or the reasons for absence.

Parent or Legal Guardian (Please Print)

Signature of Parent or Legal Guardian

Date