



## TUITION POLICY / AGREEMENT

Mt. Lebanon Montessori School and Academy desires to provide the best possible Montessori education to as many families as possible at a reasonable cost. Because of annual contractual commitments to our staff, as well as other year-round expenses, parents are asked to satisfy their tuition bill on the appropriate dates.

### PAYMENT PLANS:

- Participation is on a 2-payment plan for the Toddler class and a 3 payment plan for the 3-6, Kindergarten and Elementary classes.
- For families with 2 or more children enrolled in any combination of programs, there is a 6-payment plan. There is a yearly \$25.00 service charge for the 6-payment plan.

Please note: There is a returned check charge of \$30.00 for each returned check. After two (2) returned checks, payments must be in cash or by money order.

**Payment may be mailed or delivered to the School Office.** All checks are to be made payable to Mt. Lebanon Montessori. To streamline bookkeeping, all tuition prices and payments are rounded off to the next highest dollar.

Late payments: All payments must be in the office on or before the appropriate date. **A late fee of \$25.00 shall be charged on each and every payment received after the stated due date.** Payments 60 days past due will be turned over for collection and children may be excused from school until financial obligations are met or other arrangements for payment are made. All balances for the current school year must be satisfied before any placement can be made for the next school year. The \$300.00 deposit may be applied to balance due. **NOTE: The \$300 Deposit is non-refundable**

### FINANCIAL LIABILITY:

Careful consideration must be given when you finance your child's tuition. Withdrawing your child from school does not end nor limit your liability.

By signing below you agree to pay tuition commencing August of the current year ending May the end of the school year according to the tuition estimate you will receive over the summer. If you withdraw before August 1, you will receive 100% of any tuition fees paid for the upcoming term, however the \$300 deposit along with any application fees are non-refundable as mentioned above. You will be responsible for 1 months tuition if you withdraw after August 1.

It is further understood the the Director and the Board of MLM reserves the right to suspend or dismiss a student.

Enrollment of your child in school obligates you to pay the full tuition for the year. Refunds will be made only as stated in this notice.

- Any student who withdraws or is requesting to withdraw during the school year shall not automatically receive a refund of tuition paid. Parents must request board approval for any refund. Refunds will be given individual consideration by the board and may be granted under certain circumstances. School shall retain one(1) month's tuition beyond the month of withdrawal.
- The Family Deposit must be received in the office on or before the stated due date.**
- A \$100.00 change fee to cover research and administrative costs will be applied to the financial obligation when a child is moved between classes during the school year.

It should never be misconstrued that holidays, missed days, sick days, or vacations are deductions from payments or tuition. A payment is not the cost of education for the month, but simply a division of the total tuition cost.

Open balances may delay release of child's records.

If you ever have a problem in paying your bill, please contact the school office immediately so a solution can be achieved.

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Your signature is acknowledgment that you have received this notice. Please sign and return to the school office.

**Student(s) Name(s):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_