



# Philomath Montessori School

PO Box 125 · Philomath, OR 97370 · (541) 929-2672

## TUITION CONTRACT 2018 – 2019

### Registration Fee

There is an annual, non-refundable registration fee of \$50 per child, of which \$10 will be applied to September 2018 tuition. It is due May 1, 2018. This is not applicable to newly enrolled children.

### Tuition Deposit

In order to assure a child's place in the school, a tuition deposit of one month's tuition must be paid in advance of enrollment. **This deposit does not pay the first month's tuition.** For continuing students, the deposit is increased to the current monthly tuition rate (changes include tuition increases and the child's entrance into the full day program). The deposit will be refunded when a student is withdrawn, proper notice is given, and all accounts are paid in full. The deposit may also be used for the last month's tuition when a child graduates or withdraws and there are no other siblings enrolled. **For two or more children in one family, only one monthly deposit is required, that of the family's highest tuition rate.**

Once received, this deposit is left in the treasury during the summer months to assure the child's place in the class for the fall.

### Annual Tuition for 2018-2019

Morning session (Monday through Thursday, 9:00 – 12:00): \$5250

Full Day: (Monday through Thursday, 9:00 – 3:00): \$6650

### Tuition Payment Policy

PhMS tuition is based on an **annual** tuition charge for both the morning and the full day programs. The fee may be paid in full, in advance, or in incremental sums such as 1/2 or 1/4. Most families elect to pay in monthly amounts. For morning session the monthly tuition is \$525 per month for ten months and full day is \$665 per month. Tuition will not be prorated for absences, illness, vacation, etc. The tuition is due and payable to the school on the **first** school day of each month.

Tuition is invoiced monthly in advance by email. **Late payment fee:** If the payment is received after 3:00 pm of the 10<sup>th</sup> day of the month, a \$10 late fee will be charged. Any family with an outstanding balance from the prior school year will not be permitted to re-enroll or register a subsequent child until their balance is paid in full.

**Sibling discount:** The tuition for a second child enrolling in the school at the same time as his or her sibling, is granted a discount of 10%. The discount is applied to the lower tuition.

## PAYMENT OF TUITION AND FEES

**All tuition payments and fees must be paid by check or money order.** Checks should be made out to the Philomath Montessori School. Tuition may be dropped off at school or mailed to the school: Philomath Montessori School, PO Box 125, Philomath, OR 97370.

## WITHDRAWAL POLICY

### Regular Withdrawal Notices

When withdrawing a child during the school year, parents must notify the school in writing at least 30 days before the first day of the month of withdrawal. The last date for withdrawal during the school year is April 1. If withdrawing an enrolled child before the school year starts, notice must be given in writing by July 15; withdrawals after that date may forfeit their deposits unless a replacement student is found.

## OTHER POLICIES

### Service Hours

A minimum of 20 hours of service hours are required of each family as a demonstration of their commitment to the children and the school community. Families also have the option to pay \$300 in exchange for those hours or \$15 per hour for the balance of hours not completed. However, we strongly encourage our families to fulfill their commitment by direct involvement.

### Fundraising

Each year we do at least one fundraiser to augment our program wherever the greatest needs exist.

**I fully understand, agree and accept the above guidelines for tuition and fees.**

Child: \_\_\_\_\_ Program: \_\_\_\_\_  
(only one child per contract) (Morning or \*Full Day)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

Please Print Name: \_\_\_\_\_

\*Only third-year and fourth-year students are eligible for the Full Day Program.

Received \_\_\_\_\_

2018-2019 Tuition Contract