



FINANCIAL AGREEMENT, INFORMATION AND POLICIES OF THE UNITARIAN MONTESSORI SCHOOL

The following is an agreement between the Unitarian Montessori School and _____ (Parents). The essential purpose of this agreement is to define the financial obligations that you assume by enrolling your child _____ (Name of Student) in the Unitarian Montessori School.

- 1. ENROLLMENT FEES:** The \$500.00 nonrefundable enrollment fee, \$400 of this will be applied towards June tuition, and is payable upon submission of the child's application. If for any reason child is withdrawn from the program (even with prior notice), the enrollment fee is non-refundable and may not be used for the payment of tuition.
- 2. SCHOOL TUITION PAYMENTS:** Annual tuition is divided into ten equal payments. These are not weekly or monthly charges, but are installment payments for the ten-month school year. Tuition payments are due by the first of the month from September to June. Make your check payable to **The Unitarian Society**. Payments may be dropped off or mailed to:

Unitarian Montessori School
176 Tices Lane
East Brunswick, NJ 08816

- 3. EXTENDED DAY PAYMENTS:** Parents will be billed monthly for any before and after school care charges accrued during the previous month at the rate of \$12 per hour. Please note that you need to preregister by sending an email to unitarianmontessori@comcast.net. You will be able to access your monthly account activity statement online and it will list the tuition and extended day charges. Payment is due immediately upon receipt of the bill. If a child is not properly signed in or signed out, we reserve the right to charge for a full extended-day. If a child is not picked up by 5 p.m. you will be charged a late-pickup fee of \$2 per minute per child. There will be no waivers for the 5 p.m. dismissal time. If you are more than 2 hours late, we are required to contact the New Jersey Division of Youth and Family Services.

APPLICATION OF PAYMENTS: Payments received will be applied to your account in the following order: Last Month Tuition, returned check and late fees, daycare charges, tuition, summer camp charges.

- 4. LATE PAYMENTS:** Tuition payments are due by the first of the month, September through June. If payment is not received by the 10th of the month **YOU WILL BE CHARGED A LATE FEE OF \$50** automatically for each month or portion of a month that your payment is late. There will be no exceptions to this policy. When mailing your payment or using a bank to mail the check, you should allow 3 to 4 business days prior to the first day of the month. This will allow for unexpected delays in the postal service. You will be responsible for the late fee if an online bank payment is received after the

10th of any month. Failure to pay school tuition or other charges in a timely fashion will result in the loss of your child's enrollment. Your account may be referred to a collection agency, and legal action may be taken to recover the debt. In this event, you may also be charged legal fees. We reserve the right to deny any application for enrollment due to poor payment history.

5. **RETURNED CHECKS:** Any check that is returned for insufficient funds will be charged a returned check fee of \$25 plus a \$25 processing charge. If the check is not accepted, a bank check, certified check or money order must be presented immediately or your child's enrollment will be in jeopardy. We reserve the right to require certified funds for future payments if checks have been returned for insufficient funds in the past.
6. **ABSENCES AND SUBSTITUTION DAYS:** Please let us know when your child won't be attending school. No substitution days will be permitted for days lost to absences, vacation or scheduled holidays.
7. **EXTENDED ABSENCE:** In the event that you remove your child for any reason for an extended period of time (three weeks or more), you must continue to make tuition payments if you want your child's space to be guaranteed. Tuition will continue to be charged until a change of schedule form is completed notifying us of an Extended Absence. If an Extended Absence is taken, and tuition is not paid, the child's space in the classroom will be forfeited. You may not use the enrollment fee applied to June tuition to substitute for your last month payment. If you wish to re-enroll, and the child's space is still available, a \$200 reinstatement fee must be paid before the child will be re-enrolled. This nonrefundable fee is in addition to the usual tuition charges.
8. **PROGRAM CHANGES:** If you would like to make any change to your child's program during the school year, other than increasing to five full days, a change of schedule form must be completed 30 days in advance of the requested change. Acceptance is subject to space availability.
9. **PAYMENT FOR CHILDCARE DURING SPRING BREAK:** So that we may plan for adequate staffing, registration and prepayment will be required for daycare during spring break. You will receive written notice of the deadlines for enrollment and prepayment. Daycare during spring break is subject to enrollment, we require a minimum of 12 children to register in order to provide daycare.

This agreement incorporates pertinent sections of the Parent Handbook. This agreement may be modified by the Unitarian Montessori School at any time; you will be notified in writing should any changes be made.

Please sign, date and return this form by the first day of school.

We agree to the financial agreement and obligations as set forth above.

_____ (Parent)

Name:

Dated:

_____ (Parent)

Name:

Dated: