



MONTESSORI BY THE SEA RESERVATION AND ENROLLMENT CONTRACT

Student Name: _____ Program: _____

Annual Registration Fee: \$350
(Payable when this agreement is signed.)

Tuition: _____
(This total does not reflect discounts.)

Tuition Payment Options (Please check one):

- _____ Option 1: Tuition will be paid in one lump sum by June 1 or within 10 days of enrollment (whichever is later).
_____ Option 2: Tuition will be paid in 10 equal payments (June 1 through March 1).

Discounts Offered (Check all that apply):

- _____ Member of Pass-a-Grille Beach Community Church
_____ Sibling Discount (Name of Oldest Sibling: _____)

1. Upon receipt of the Annual Registration Fee and this signed agreement, MBTS will reserve a place for the above-named student and provide educational services for the 2017/2018 school year. The above-named student is enrolled for the entire school year; or, if s/he enters after the beginning of the school year, for the remainder of the year.
2. Tuition is an annual fee (hereinafter "Annual Tuition"). A copy of the "Tuition & Fee Schedule" is attached hereto and incorporated herein. There is no credit for absences or holidays.
3. Payments of Annual Tuition made as a lump sum must be paid in full by June 1st. Scheduled monthly payments of the Annual Tuition must be made on or before the first of the month commencing June 1st. A late charge of \$30 will be added for payments made after the 10th day of the month in which the payment is due, and that \$30 charge will be assessed each month until your account is made current. If the monthly payment has not been received by the last day of the month in which payment is due, the student(s) will not be permitted to attend class until the account is made current. If payment is more than 30 days late on more than one occasion, the student will be dismissed from Montessori by the Sea unless other financial arrangements are made with the Director and the Montessori by the Sea Board of Directors. No records or evaluations will be forwarded until all accounts are paid in full, including all late fees as outlined above. Parents/ guardians agree to pay all expenses associated with the enforcement of this Montessori by the Sea Enrollment Contract, subject to applicable law, including but not limited to collection agency fees and attorney's fees and costs.
4. The following policies apply to withdrawal and dismissal of students:
 - A. In the event the student withdraws from or is absent from the school, the Annual Tuition, and all fees and deposits, are non-refundable. Montessori by the Sea must maintain this policy as teacher salaries and school overhead expenses do not diminish with the departure of students during the course of an academic year.

An exception to this policy may be made, at the sole discretion of the Director and the Montessori by the Sea Board of Directors, when the withdrawal is necessitated by (i) the relocation of the parent/guardian and family, including the student, to a home site more than twenty-five miles from Montessori by the Sea, (ii) illness of the student supported by a letter from a doctor verifying the student is unable to attend school due to a stated medical condition, or (iii) the occurrence of a catastrophic event that, at the sole discretion of the Director and the Montessori by the Sea Board of Directors, prevents the student from attending school without incurring serious hardship to the student or parent/guardian. Should any person seek such an exception, Montessori by the Sea must be notified of the withdrawal/ absence in writing, including the reason for withdrawal/ absence. The Director and the Montessori by the Sea Board of Directors will notify such person of its decision regarding the refund/ termination of the Annual Tuition obligation, in writing, within thirty days of notice. However, all fees and deposits are non-refundable.



- B. If, in the opinion of the Lead Instructor and the Director, a student indicates by his/her behavior that s/he is either not ready or not adaptable for a Montessori program, that student will be withdrawn. Prepaid, unused tuition will be refunded when withdrawal of a student is due to the decision of the Director and/or Lead Instructor. However, fees and deposits are non-refundable. Future re-admittance shall be at the discretion of the Director, Lead Instructor and the Montessori by the Sea Board of Directors. Withdrawal of a student at the sole discretion of the parent(s)/guardian(s) does not relieve parent(s)/guardian from compliance with this Enrollment Contract.
6. A student who seeks to attend the Montessori by the Sea for only a portion of the academic school year may secure enrollment by payment of all fees and deposits set forth herein and the full Annual Tuition. Montessori by the Sea must maintain this policy as teacher salaries and school overhead expenses to not diminish when students attend school during only a portion of an academic year.
- Should a student seek to attend the school for only a portion of the year without payment of full Annual Tuition, the parent/guardian of the student may submit this Reservation and Enrollment Contract with the full Reservation fee, along with a request for partial-year enrollment without payment of full Annual Tuition. The Director and Montessori by the Sea Board of Directors, at their discretion, may admit the student without pre-payment of full Annual Tuition. Admission of the student without pre-payment of full Annual Tuition is not required. The Director and Montessori by the Sea Board of Directors will make their best efforts to inform the parent/guardian of their decision within sixty days (60) of the requested enrollment date. In the event the decision is made to prorate tuition, the full amount of all fees and deposits are still applicable.
5. If resources are available, Montessori by the Sea may offer financial aid/ scholarships based on need, merit, and available resources. Awards vary according to need. Applications must be completed online with TADS at www.TADS.com. TADS charges a \$34 fee for the application. Deadline for submitting all information is February 15.
7. The parent/ guardian and the student accept the rules and regulation adopted by the Montessori by the Sea as stated in the Parent Handbook, as revised and update from time to time.
8. Montessori by the Sea reserves the right to change or revise any policy pertaining to the operation of the school with a 30-day notice.
9. This Enrollment Contract may only be amended by written document signed by both parties.

Signature Page and Acknowledgment

I understand the conditions of this Enrollment Contract and acknowledge receiving a copy of same. I also understand the above conditions pertaining to enrollment in Montessori by the Sea. No other commitments, verbal or otherwise, were made.

BY: _____
Montessori by the Sea Date

BY: _____
Parent or Guardian Date

BY: _____
Parent or Guardian Date

MONTESSORI BY THE SEA
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