Asheville Montessori School Financial Policy 2024-2025

DEPOSITS

1. A **new student** registration fee and deposit must be paid before a place is secured for a student. Enrollment requires the following turned in via Brightwheel: Application, Entry Level Skills, and Enrollment Contract. Parents will then be invoiced for $425 Deposit & $100 Registration Fee **(registration fee is for new students only)**

2. Both the Registration Fee & Deposit are **non-refundable** with the following exception: Students who enroll for the following school year may receive a 50% refund of the Deposit if the Financial Manager is **notified of un-enrollment in writing by April 20, 2024**. **No refunds for Deposits will be issued after April 20th.**

TUITION PAYMENTS

1. Parents/Guardians may opt to pay the tuition in full or by semester with the appropriate discounts as outlined in the *Tuition Schedule*, or they may opt to pay the tuition in 10 equal installments. Only one discount will be granted per child. Once the deadline for prepayment discounts passes, those options will no longer be available.

2. Parents/guardians may choose to change their payment option to monthly if their circumstances have changed. Those who have chosen the monthly option may opt for a prepayment option if the deadline for payment has not passed.

3. The billing cycle will be from the 1st to the 1st of the next month. Tuition, enrichment care fees, and extra hours are due on the 1st of the month and are consider late by the 10th of the month. **Tuition, fees, and extended care charges more than 10 days past due will be assessed late fees as follows: Under $200.00: $10.00/month. $200.00 and over: $25.00/month**

4. A returned check fee of $15 will be assessed.

5. **Any student whose account is 30 days in arrears will not be allowed to return to school until the parent (guardian) brings the account to a $0 balance.**

6. A student who stays beyond the 5:00 PM pick-up time will be assessed a $15 fee for every 15 minute increment. (Fee is not prorated.) **This rate will also apply for half day closings & half day pick-up.**

7. Concerning divorced parents: Invoices, statements and other financial information will only be shared with the parent(s) who has signed the application and the tuition agreement.

8. Parents/guardians who wish to reserve a future spot for their child, who will not be starting on the first day of school, will be responsible to pay the monthly tuition even though the student has not begun classes. E.g. If your child turns 3 on October 14th, and you want to reserve their spot until then, you will need to pay their August, September, and October tuition to hold this spot.

9. Payments may be made by check or through the Brightwheel portal.

AFTERCARE/EARLYCARE

1. After school care does not require an annual contract, however, the fee must be paid at the 1st of the month for the participating month. Otherwise, the student will be billed on an hourly basis as stated in the current tuition schedule. Hours will not be prorated, thus, the student

will be billed for the full hour after the first ten minutes. (For the three day aftercare option, days must be specified that the student will be staying.)

2. Early care, before school, also does not require an annual contract. Parents can prepay for the full month by the first of each month, or drop in at the applicable daily drop in rate **if space is available.** Time will not be prorated.

UN-ENROLLMENT

1. A minimum notice of **30 days must be given in writing** for a parent/guardian to un-enroll their child due to unforeseen circumstances such as health related issues or family relocation. **Please note:** The parent/guardian will be responsible for the next 30 days of tuition from the date the notice is received by our office. Also, all prepaid fees (registration, deposit, materials & student fees) are non-refundable.

2. Parents/Guardians who un-enroll their student after **July 25th, 2024, are responsible for August tuition payment.**

3. In the event that a student must be un-enrolled due to the inability to accomplish the entry level skills, all prepays (Registration fee, Deposit, & Student Fees) will not be refunded but can be applied if child is re-enrolled at a later date.

4. **Refunds for payment in full** - In the event a child is un-enrolled by their parents/guardian before the end of the school year, refunds will be given for the unused portion of the tuition with following caveats: 1) All prepaid fees, registration, and deposit will not be refundable. 2) The months that the child was enrolled will be billed at the monthly rate. 3) A 30 day notice of un-enrollment must be given.

SCHEDULE CHANGES

1. Parents who want to increase the student's time may do so if there is space available and with the consent of the Director.
2. Parents who want to decrease the students time may do so if there is space available and with the consent of the Director. A decrease in time will require a 30 day notice.
3. Depending upon availability, a change in schedule may involve a room change for the student, but would first be approved by the parent/guardian.

LATE ENROLLEES

1. Parents whose child begins before Sept. 16, 2024, but after the first day of school, are responsible for the full tuition paid in 10 equal monthly payments.
2. Parents whose child begins after Sept. 16, 2024, will be responsible for the deposit & registration fee, prorated month they begin, and a late enrollment fee of $250 (non-refundable), as well as any applicable student and/or material fees.

IMPORTANT DATES

April 20, 2024
 ✓Last date for 50% refund on deposit

May 2, 2024
 ✓ Early Bird Payment Due.

Aug. 1, 2024
 ✓First Monthly Tuition Payment Due
 ✓First payment on the Semester Plan Due

August 1, 2024
    ✓Any student un-enrolled after this date will be responsible for the Aug. Tuition Payment

September 16, 2024
    ✓Late enrollee tuition schedule begins.
10th of each month
    ✓Unpaid balances will be subject to late fees
December 15, 2024
    ✓Second payment on the Semester Plan Due

May 1, 2025
    ✓Last Monthly Tuition Payment Due