

# Asheville Montessori School Financial Policy

## 2023-2024

### 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 \$280 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, 2023**. **No refunds for Deposits will be issued after April 20<sup>th</sup>**.

### 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. 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 1<sup>st</sup> to the 1<sup>st</sup> of the next month. Tuition, enrichment care fees, and extra hours are due on the 1<sup>st</sup> of the month and are considered late by the 10<sup>th</sup> 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: \$5.00/month. \$200.00 and over: \$10.00/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) meets with the Business Manager.**
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 place for their child will be responsible to pay the monthly installments even though the student has not begun classes.
9. Payments may be made by check or through the

Brightwheel portal.

## **ENRICHMENT CARE**

1. After school enrichment does not require an annual contract, however, the fee must be paid at the 1<sup>st</sup> 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 enrichment care option, days must be specified that the student will be staying.)

## **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 in our office. Also, all prepaid fees (registration, deposit, materials & student fees) are non-refundable.
2. Parents/Guardians who un-enroll his/her student after **Aug. 1, 2023, 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 prepaids (Registration fee, Deposit, & Student Fees) will not be refunded but can be applied if child is re-enrolled.

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.

## **LATE ENROLLEES**

1. Parents whose child begins before Sept. 16, 2022, 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, 2022, will be responsible for the deposit & registration fee, prorated month they begin, and a late enrollment fee of \$250 (non-refundable).

## **IMPORTANT DATES**

**April 20, 2023**

✓ Last date for 50% refund on deposit

**May 2, 2023**

✓ Early Bird Payment Due.

**Aug. 1, 2023**

✓ First Monthly Tuition Payment Due

✓ First payment on the Semester Plan Due

**August 1, 2023**

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

**September 16, 2023**

✓ Late enrollee tuition schedule begins.

**10th of each month**

✓ Unpaid balances will be subject to late fees

**December 15, 2023**

✓ Second payment on the Semester Plan Due

**May 1, 2024**

✓ Last Monthly Tuition Payment Due