

# ***Little Yorkers Montessori***

## **TUITION AGREEMENT**

Dear Parents,

We offer two options for monthly tuition, please choose the payment plan you would like to follow this year. Sign and return the Tuition Agreement.

### **1. Monthly Option:**

Tuition is due in full on or before the **1<sup>st</sup>** (first) day of the month.

### **2. Semi-Monthly Option:**

Tuition is paid in two monthly installments. The first half of the monthly fee must be paid on or before the **1<sup>st</sup>** (first) day of the month. The second half of the monthly fee must be paid before or on the **15<sup>th</sup>** (fifteenth) day of the month. All tuition for the month must be paid in full on or before the 15<sup>th</sup> of the month.

### **Financial Policies:**

We operate on a carefully planned budget for the school year; therefore tuition is figured as a Monthly fee. Tuition is due the first of each month.

- **Late Fees Charges:** After the 5<sup>th</sup> day of the month a \$5.00 per day late fee will be assessed. Monthly tuition fee includes all school holidays and will not be pro-rated if your child does not attend school due to sickness, vacation, school holidays or withdrawal.
- Fees will be accepted by check or money order only.
- There is a \$25.00 fee for all returned checks. After 2 (two) returned checks, tuition will be accepted by money order or cashiers check only.
- Registration and material fee is non-refundable and is due with enrollment form.
- Security deposit is due at time of enrollment. It is fully refunded only when a one-month\* written notice of withdrawal from the school is given. \*(One month is the 1st day to the last day of a calendar month. The school must receive the termination letter 30 days before the first of the month that your child will withdraw. Example: if you child's last day will be December 15<sup>th</sup>, turn in your notice on Nov. 1<sup>st</sup>. Tuition payment from August through May is on a monthly basis and is not pro-rated. If your child leaves the school mid-month, tuition for the full month is due. In the example, December's tuition would be due in full. All tuition must be paid and your account cleared before refund is mailed to you.)
- One month written notice must be given for withdrawal or fees for that month will be due. A new registration fee will be required to re-instate a returning student.
- All full day students must not arrive before 6:30am., or be picked up after 6:30p.m. After 6:30p.m. a late charge of **\$1.00** for every one minute will be charged. Arrival time for school program is 8:30a.m. (primary) or 9:00a.m. (toddler-transition). Departure time for school program is 12noon .2:00p.m. Before 8:30/9:00am or after 12:00/2:00/an early drop off or late pick-up fee of **\$1.00** for every one minute will be charged to your account.

Sign and return this form before your child's first day of school.

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
hereby agree to abide by the above school policies. I agree to pay the monthly tuition on the:

\_\_\_\_Monthly plan

\_\_\_\_Semi-Monthly plan

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Driver's license #

\_\_\_\_\_  
Date

13233 west Little York Rd, Houston TX 77041