

# THE MONTESSORI ACADEMY OF ARLINGTON

Preparing children for life, not just the next test.



## SAMPLE-ACTUAL CONTRACT IS ONLINE ONLY

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Educational Program

- Infant
- Toddler
- Early Childhood/Extension
- Elementary (1<sup>st</sup>–6<sup>th</sup> grade)

### Contract Length

- Year-Round (June–May)
- School Year (August–May)

### Program Hours

- Half Day (8:30 am–11:30 am) *Not available: Infant or Ext. age or older*
- Full Day (8:30 am–3:30 pm)

### Tuition Payment Options

- Month to Month (*Tuition Refund Plan is not applicable; Elementary excluded*)
- Annual with Installments (*Tuition Refund Plan is required*)
- Prepaid Annual Tuition (*Tuition Refund Plan is optional*)

The Montessori Academy (TMA) agrees to enroll the previously named student (“the student”) for the 2020-2021 school year or full year, and to provide the educational program appropriate for the student on the terms and conditions set forth herein below.

In consideration of the acceptance of this enrollment contract by The Montessori Academy, the undersigned parent(s) or guardian(s) (“Parent”) financially responsible for the student agrees to pay the required tuition and fees as specified in the published fee schedule.

### Please read each section and initial each line below:

\_\_\_\_\_ **Month to Month:** Parents selecting the month to month option are signing up for the year, but the contract can be canceled. When a parent withdraws a child, parent must give at least thirty (30) days written notice prior to withdrawal. Parent agrees to pay all tuition and fees for the thirty (30) days following your notice, even if the child is not in attendance. This option is only available for the Infant, Toddler, and Early Childhood programs.

\_\_\_\_\_ **Tuition Refund Plan:** Parents selecting the annual plan with installment payments are required to participate in the Tuition Refund Plan (“TRP”). As such, Parent understands that the full tuition refund plan premium must be paid in full along with the first tuition payment. TRP premium for students beginning the school year in August is due May 1. Parent authorizes The Montessori Academy to process and collect any claim payment to which Parent may be entitled under the Tuition Refund Plan and credit it to Parent’s account, paying any excess to Parent. Parent agrees to pay The Montessori Academy whatever balance remains unpaid, if any, after payment by the Plan is credited to Parent’s account, within 30 days after Parent’s receipt of a final itemized statement.

\_\_\_\_\_ **Community Service Hours:** The Montessori Academy is chartered as a non-profit corporation. As members of the TMA community, parents are expected to make a commitment to community service to TMA. Parents of all children enrolled at The Montessori Academy shall work five (5) hours per semester either on site or at home (approved in advance). In order to ensure that the five (5) hours per semester commitment is fulfilled by all parents, a \$150 Fall Semester Community Service Fee deposit is required with the August tuition payment and a \$150 Spring Semester Community Service Fee is required with the January tuition payment. For each

(Terms and conditions continued on reverse)

hour up to five (5) hours worked during the fall semester, \$30 per hour will be applied to the \$150 Spring Semester Community Service Fee. For each hour worked during the spring semester up to five (5) hours, \$30 per hour may be deducted from the last tuition payment.

----- **FACTS Payment Plan:** Enrollment is not complete until a payment plan has been established by each financially responsible party.

----- **Tuition Payments**

**New Enrollment:** A deposit of the first month's payment is due within a week of signing the enrollment contract. The remaining payments are due according to the Tuition and Fee Worksheet signed during enrollment.

**Re-enrolling Families:** The prepaid annual tuition is due May 1. Tuition may be paid in monthly installments as specified in the published fee schedule. Parents choosing the month to month or the annual installment plan will make the first payment on May 1. The remaining payments will be made every month and end April 1. School year contracts will not have June or July installments.

All payments are due on the first day of the month. If payment is not received by the 10<sup>th</sup> day of the month, a late fee of \$50 will be assessed. A charge of \$25 will be assessed on all checks that are returned to TMA. If payment is not received in full by the 16<sup>th</sup> day of the month, the student may be removed from The Montessori Academy. Tuition discounts, specified in the Family Guide, are available for families with multiple students enrolled in TMA.

----- **Parent-School Partnership Agreement:** Parent has read, understands, and agrees to follow the Parent-School Partnership Agreement.

----- **Family Guide:** Parent agrees to accept the guidelines and regulations of the School as stated in the current Family Guide and the published Fee Schedule. Parent understands that Parent's obligation to pay the tuition and fees for the full academic year is unconditional and that no portion of fees paid or outstanding will be refunded or canceled in the event of the student's absence, withdrawal, or dismissal from the school of the above student. Furthermore, Parent agrees, per policy stated in the current Family Guide, that no student transcripts will be released unless all tuition and fees have been paid in full.

----- **Removal of Student:** Parent understands that The Montessori Academy reserves the right to remove any student from the School permanently or temporarily and may immediately terminate the Enrollment Contract if deemed necessary in the best interests of The Montessori Academy or the student. Parent also understands that The Montessori Academy may remove any student from the School permanently or temporarily and may immediately terminate the Enrollment Contract if the tuition and fees for such student are more than fifteen (15) days past due.

----- **Professional Assistance:** In the event that the School requests outside professional assistance for the student, Parent understands and agrees to comply within a specified, reasonable time frame. Parent also understands and agrees to provide the School with a copy of the outside professional's complete written report and to comply with the recommendations outlined in the report. Failure to comply can result in removal of the student from the School, consistent with TMA procedures, or non-acceptance of the student for re-enrollment the following year.

----- **Trial Period for New Infant, Toddler, and Early Childhood Students:** Parent understands and acknowledges that some young children may not be ready, emotionally, developmentally, or otherwise, to participate effectively and successfully in The Montessori Academy educational program. Accordingly, notwithstanding anything herein to the contrary, Parent understands and agrees that the first three weeks of the student's enrollment and participation in The Montessori Academy Infant, Toddler, or Early Childhood Program shall be on a "trial" basis. At the end of this trial period, if Parent and The Montessori Academy (through its Head of School, with input from staff) mutually agree that the student is ready and that it is in the student's and The Montessori Academy's best interest to continue, the student shall remain in the program. In that event, this Contract immediately shall become binding and enforceable for the contracted year. If, on the other hand, Parent or The Montessori Academy, or both, conclude after the three week trial period that the student should not continue in the program, this Contract will terminate and Parent shall have no obligation for further payment, over and above the first month's tuition and the non-refundable Application Fee described below. Further, in such event, the full tuition insurance plan premium payment shall be returned to the Parent. Any payment over and above the first month's tuition and the non-refundable Application Fee may be refunded to the Parent if the Contract is terminated during or at the end of the three week trial period.

In order to reserve a place for the above named student for the upcoming academic year, The Montessori Academy must receive this Enrollment Contract before March 1, and the non-refundable Enrollment Fee by March 10, for re-enrolling students or within two weeks for new students.

This contract shall be governed and enforced in accordance with the laws of the State of Texas. Parent's signature below affirms that Parent has read, understood and accepts the terms and conditions of this contract.