

## 2017 – 2018 LOWER ELEMENTARY TUITION

Schedule	School Year Tuition	10 Monthly Payments (Tuition Only)	10 Monthly Payments (Fees Included)	Full Year Tuition	12 Monthly Payments (Tuition Only)	12 Monthly Payments (Fees Included)
<b>5 Day Programs</b>						
School Days 8:30 am - 3:00 pm	\$8,850.00	\$845.00	\$905.00	\$10,700.00	\$858.33	\$908.33
Added Morning Care 7:30 am - 3:00 pm	\$9,450.00	\$905.00	\$965.00	\$11,350.00	\$912.50	\$962.50
Added Afternoon Care 8:30 am - 6:00 pm	\$10,700.00	\$1,030.00	\$1,090.00	\$12,825.00	\$1,035.42	\$1,085.42
Extended Care 7:30 am - 6:00 pm	\$11,225.00	\$1,082.50	\$1,142.50	\$13,485.00	\$1,090.42	\$1,140.42
<b>Fees - Non-Refundable</b>						
Application	\$50.00	One time only, for new students applying to the school for the first time				
Administrative plus Commitment	\$200.00 \$400.00	Together, these 2 fees comprise the \$600 commitment fee due upon acceptance and enrollment. \$400 will be applied to tuition if your child remains enrolled for the year.				
Teacher Development	\$100.00	Annual fee for teacher development				
Field Trip/Activity Fee	\$250.00	Annual fee for field trips and activities				
Winter Sports	\$250.00	Annual fee for participating in skiing or snowboarding. Does not include equipment rentals.				
<b>Early Payment Discounts</b>						
<p>If you choose to pay your child's tuition in one payment by July 20, 2017, a 3% discount will be applied. If you pay your child's tuition in two payments (July 20, 2017 and November 20, 2017), a 1.5% discount will be applied. Discounts are applicable only on tuition.</p>						

## 2017 – 2018 LOWER ELEMENTARY TUITION OPTIONS, FEE, AND POLICIES

### 1. PAYMENT OPTIONS

- a. If you pay your child's tuition in one payment by July 20th, you will receive a 3% discount. Discount is applicable only toward tuition.
- b. If you pay your child's tuition in two payments, July 20th and November 20th, you will receive a 1.5% discount. Discount is applicable only toward tuition.
- c. If you choose to make monthly installment payments, you are required to enroll with FACTS Tuition Management and there is a non-refundable \$45 FACTS enrollment fee. Upon receipt of your agreement, FACTS will automatically deduct this fee from your designated account. They will then automatically withdraw the monthly tuition installments on the 20th of each month. If you choose the Full Year Option, there will be 12 monthly installments, from July 20th through June 20th. If you choose the School Year Option, there will be 10 monthly installment payments, from July 20th through April 20th.

### 2. ENROLLMENT OPTIONS

#### Full Year Option

- a. Students may enroll for the entire year, August 23, 2017 through August 10, 2018 (includes Summer Adventures Camp. Tuition does not include Winter Camp, Spring Camp, or Interim Camps.

#### School Year Option

- b. Students may enroll for the School Year only, from August 23, 2017 through June 6, 2018. Tuition does not include Winter Camp, Spring Camp, or Interim Camps.

### 3. WITHDRAWAL POLICY

All withdrawals must be submitted to the Admissions Administrator in writing. Any early withdrawal will result in the forfeiture of the entire \$600 commitment fee. If you withdraw your child:

- a. Between July 21st and August 21st, you will be responsible to make payment for 30 days of tuition, in addition to the forfeiture of the \$600 non-refundable commitment fee.
- b. Between August 22nd and November 30th, you will be responsible for 50% of the school year tuition.
- c. After December 1st, you will be responsible for 100% of the school year tuition.
- d. After January 31st, you will be responsible for 100% of the school year tuition plus summer tuition if you chose the Full Year Option.

### Tuition Assurance Program

If a family elects to participate in the *Tuition Assurance Program*, the withdrawing family's/student's obligation will be limited to and prorated to the actual number of days attended, plus all fees associated with the student's program level. Of the \$600 commitment fee collected, \$400 will remain applied to tuition and will not be forfeited, as it would be if participation in the Tuition Assurance Program were not elected. 30 days written notice is required for all withdrawals covered under this program. Should 30 days notice not be given, the family/student will be obligated to pay for any shortfall in notice, up to 30 days.

### 4. FEES

- a. An application fee of \$50 is required at time of application. If fee is not paid at time of application, you will be contacted and required to pay before application is processed.
- b. An annual non-refundable commitment fee of \$600 is required. This fee holds your student's placement until July 20, 2017, when the first tuition payment is due. Of the \$600, \$400 will be applied to your annual tuition total should your student be enrolled for the entire school year, or if participation in the Tuition Assurance Program is elected. \$200 will be applied to the annual administrative fee.
- c. There is an annual non-refundable Teacher Development Fee. This fee enables our teachers to have the opportunity to attend Montessori conferences and to continue their Montessori training through professional development courses.
- d. There is an annual non-refundable field trip/ activity fee in addition to tuition to help cover the costs for field trips, special guests, special classroom activities, transportation, and use of other facilities.
- e. For new students enrolling in the Dual Language program, there is an annual non-refundable materials fee of \$250.
- f. The Winter Sports fee goes towards MCS' Winter Sports Program. The Winter Sports fee does not include rentals. Rental information will become available in the month of November.

## 2017 – 2018 LOWER ELEMENTARY TUITION OPTIONS, FEE, AND POLICIES

### 5. SCHEDULE CHANGES

- a. Beginning July 21st each year, there will be an administrative \$50 fee for any schedule changes. Staff is established at the beginning of the year based on requests from applications and continuing enrollment forms. Changes after that date might require staffing changes that we may not be able to accommodate.

### 6. TUITION ASSISTANCE

- a. Tuition assistance is available for families at the Montessori Community School based on financial need, commitment to our school and involvement in our school community. Fostering student diversity at the school is an important goal of the tuition assistance program. Tuition assistance information can be obtained in the school office.
- b. Submission of a tuition assistance application does not guarantee an award. Tuition assistance awards are not automatically renewed. Those applying for any amount of tuition below the regular tuition amount must complete a FACTS Grant and Aid Application online at [www.Factstuitionaid.com](http://www.Factstuitionaid.com) before March 30, 2017. Families who receive tuition assistance are expected, at the minimum to stay through their Kindergarten year, or in the case of Elementary students, through 6th grade.

### 7. MISSED OR SICK DAYS

- a. The Montessori classroom is prepared to accommodate your child and his/ her space is reserved. We cannot credit days or money for missed days due to vacations or illnesses.

### 8. MORNING CARE AND AFTERNOON CARE

- a. If your child is not already enrolled in the Morning Care and/ or Afternoon Care Program, and you have an emergency arise where an early drop-off or a late pick-up is required, you may sign your student up for a set fee, if space is available. If possible, advanced notice is appreciated for these circumstances.

### 9. LATE PICK-UP FEES

- a. Pick-up time for school day Early Childhood and Toddler students is 3:30 pm. For Toddler morning-only students, pick-up time is 11:30 am. If your child is not picked up by 3:40 pm for school day students or 11:40 am for Toddler morning students, your child will be brought to the office and you will be charged a late pick-up fee of \$10.
- b. If you pick up your child late more than three times in a given month, any subsequent late pickups will be charged at a fee of \$20.
- c. If your child is in the Extended Day program he or she needs to be picked up no later than 6:00 pm.
- d. A late pick up fee of \$10 will be charged if you pick up your child between 6:01 pm and 6:15 pm. After 6:15 pm an additional \$1 per minute will be charged. If you arrive after 6:00 pm more than three times a month, any subsequent late pickups will be charged at the rate of \$20 for the first fifteen minutes and \$2 per minute after 6:15 pm.



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

## **TUITION ASSURANCE PROGRAM - OPTIONAL**

The school budget at the Montessori Community School is based upon our planned tuition and fee receipts. Our school relies entirely upon tuition and fees to fund our programs, compensate teachers and staff, and to pay fixed costs throughout the school year.

Every school year, students withdraw for a variety of reasons, including, but not limited to, personal reasons, injury or sickness, death of a parent or family member, financial issues, emotional difficulties, and family relocation. Any of these issues are not only difficult for the families emotionally, but they also present financial issues for both the parents and our school.

Once a family commits to, and signs the 2017 – 2018 Continuing Enrollment form with the Montessori Community School, they are acknowledging a financial commitment and a legally binding agreement. The Tuition Assurance Program is designed to help families financially if the need arises while at the same time ensuring that school's resources remain adequately funded. By electing to enroll in this optional program, a family can reduce their financial risk and obligations to our school.

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### **Withdrawal Policy:**

All withdrawals must be submitted to the Admissions Administrator in writing. And early withdrawal will result in the forfeiture of the entire \$600 commitment fee. If you withdraw your child:

- a. Between July 21<sup>st</sup> and August 21<sup>st</sup>, you will be responsible to make payment for 30 days of tuition, in addition to the forfeiture of the \$600 non-refundable commitment fee.
- b. Between August 22<sup>nd</sup> and November 30<sup>th</sup>, you will be responsible for 50% of the school year tuition.
- c. After December 1<sup>st</sup>, you will be responsible for 100% of the school year tuition.
- d. After January 31<sup>st</sup>, you will be responsible for 100% of the school year tuition plus summer tuition of you chose the Full Year option.

If a family elects for their student(s) to participate in the Tuition Assurance Program, and the student subsequently withdraws, the withdrawing family's/student's obligation to the school will be limited to and prorated to the actual number of days attended, plus all fees associated with the student's program level. Of the \$600 commitment fee collected, \$400 will remain applied to tuition and will not be forfeited, as it would be if participation in the Tuition Assurance Program were not elected. 30 days written notice is required for all withdrawals covered under this program. Should 30 days notice not be given, the family/student will be obligated to pay for any shortfall in notice, up to 30 days.

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To enroll your student(s) in the Tuition Assurance Program, simply mark the box indicated on the 2017 – 2018 Continuing Enrollment form. If marked, the program fee will be added to each selected student's tuition statement. Enrollment in this program needs to be completed when submitting the Continuing Enrollment agreement and cannot be added after submission.

The fee for the 2017 – 2018 Tuition Assurance Program is 2.5% of the student's tuition and must be paid in full by July 20<sup>th</sup>.