

FOREST HILLS

MONTESSORI SCHOOL

Enrollment Agreement

GENERAL ADMISSIONS INFORMATION

ENROLLMENT - FHM accepts all qualified individuals who can benefit from our program, regardless of race, color, religion, gender, disability or national origin.

RESPONSIBILITY FOR PAYMENT- FHM is a twelve month program. The Enrollment Agreement with FHM covers the entire twelve months. All parties who agree to share responsibility for fees must sign the Enrollment Agreement. The parent(s) or legal guardian(s) who sign the Enrollment Agreement are fully responsible for payments of tuition and fees according to the established payment plans, materials fees, field trips and other miscellaneous fees for each student.

CONDITION OF ATTENDANCE - A child will be admitted to school on the first day of the school year when the registration fee and a FACTS Tuition Management Agreement has been activated and presented to the administration office. A child may be denied admission to school when an account is 7 days or more in arrears.

VACATION, HOLIDAYS AND ILLNESSES - Tuition, classroom fees, field trips, and other program fee credits are not available due to vacations, holidays, and illnesses.

REGISTRATION FEE - Registration fees must be paid for each child enrolled and are non-refundable.

NEW APPLICANTS - Registration fee for new applicants is \$500 and is due at time of enrollment.

RETURNING STUDENTS - Registration for returning students is \$300 and is due at time of enrollment. Registration forms are sent home in January.

PAYMENT PLANS - TERMS AND CONDITIONS

Parent(s) or legal guardian(s) must select a payment plan through FACTS at the time of enrollment. Any changes of payment plan must be submitted in writing to the FHM office. The non-refundable Registration fee is due at the time of enrollment and must be included with the Enrollment Agreement.

Failure to maintain timely payments per the financial terms agreed upon with FHM may result in the student being denied access to the school. Students may not be admitted to class or re-enrolled for the following school year while there is a delinquent amount outstanding. Delinquent accounts may be turned over to outside collection agencies. This does not reduce, eliminate or waive any obligation to pay amounts owed to FHM.

Any checks returned to FHM for non-sufficient funds will result in a \$50.00 fee assessed to the account.

Tuition and Fees are non-refundable.

WITHDRAWALS OR DISMISSAL FROM FHM

In the event of withdrawing a child during the school year (September - August) or if a child is dismissed by the administration for any reason, tuition and classroom fees will not be refunded. Withdrawal during the term of this enrollment and tuition contract requires 60 days' written notice. Failure to give said notice will result in a fee of two month's payment. Parents are asked to meet with the Head of School for an exit interview before withdrawal and/or dismissal.

LATE ENROLLMENT

Enrollment after the first two weeks of the school year will occur at the discretion of the school administration.

ENROLLMENT AGREEMENT

The operation of Forest Hills Montessori is tuition based; therefore, in order for the school to run smoothly, families must honor their financial obligations. We believe that this commitment is an investment in your child's educational formation.

The school hereby makes it known to the applicant that his/her child is being accepted for the entire school year (September - August) and that the tuition stated is payment for a place in the school and not for the period of attendance.

I am financially responsible for this child and agree to all of the terms and conditions contained in all pages of this Enrollment Agreement.

Student Name: _____

Parent Name: _____ Date: _____

Parent Name: _____ Date: _____

ENROLLMENT FEE DUE UPON SIGNING CONTRACT

\$500 NEW STUDENTS

\$300 RETURNING STUDENTS