

ELEMENTS MONTESSORI ENROLLMENT AGREEMENT

1. APPLICATION AND REGISTRATION FEES: The Application fee and Registration/Supply fee is payable upon submission of an application. A spot is not guaranteed until these fees are paid. The Registration/Supply fee may be prorated based on the date of enrollment. Both of these fees are non-refundable. The Registration/Supply fee is an annual fee and is due each August.
2. TUITION: The parent or guardian agrees to pay Elements Montessori School tuition on a monthly basis due on the 1st, or the 1st and the 15th for the bi-monthly option if paying by bank draft (ACH). We encourage families to enroll with our Tuition Express automated payment system. An application will be provided at time of enrollment.
NO MAKE-UP DAYS: Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as "make up" days.
3. TUITION LATE FEES: Tuition is due on the 1st of each month and considered late on the 3rd school day after the 1st. Any unpaid balance after that time is considered past due and may be subject to a late fee.
4. PAST DUE ACCOUNTS: Any unpaid fees within the terms stated are considered past due. Accounts with past due amounts may be assessed a \$50 late fee and subject to a FINANCE CHARGE OF 1.5% per month (18% per annum) as long as the balance remains unpaid. This includes weekends, holidays etc. Any past due accounts will be reviewed by management and services can be terminated at their discretion.
5. COLLECTIONS: In the event of failure to pay full balance of fees when due, Elements Montessori or a representative may declare the account to be in default and without further notice or demand, exercise all rights and remedies available by law for the collection of the balance due on the account. In the event of default, applicant will be liable for all expenses of collection, with or without suit, including but not limited to all court costs, attorney fees, finance charges and late charges, to the extent allowed under the law.
6. MISCELLANEOUS CHARGES.
 - a. For children picked up after closing time (6:30 pm), a late fee of \$10.00 will be charged for the first 10 minutes, and \$1 per minute thereafter. Consistent lateness may be cause for the child's dismissal from the school.
 - b. For students in academic programs who are picked up more than 15 minutes late, there will be a \$20 per hour charge. If this occurs (3) times in one (1) month, you may be considered full time care and be billed the full-time rate.
 - c. Returned checks or credit card declines may be subject to a \$25 charge.
 - d. Damage fees may be charged as necessary for damaged property, materials, or items.
7. PROGRAM CHANGES: Program changes are only permitted on the 1st day of a month and must be requested in writing to the front office staff or school director a minimum of one week prior to the change. A change from Full time to Academic day is an example of a Program Change.
8. HOLIDAYS, ILLNESSES, AND UNPLANNED CLOSURES: Tuition will be the same each month regardless of holidays, missed days due to illnesses, or unplanned closures due to weather, power outages, water outages, etc. The school will be closed for major holidays and staff training days which will amount to approximately 10 days of closure per year. Our school calendar will provide the dates of closures. We reserve the right to request children to remain absent in the event of communicable illnesses in order to prevent the spread of infections. In the case of inclement weather such as hurricane, flooding, ice, snow etc., we will generally follow the policy of Klein ISD. There will not be a tuition fee adjustment for any of these situations. The faculty salaries and other overhead expenses at the school continue regardless of bad weather or other circumstances.
9. WITHDRAWAL: The parent or guardian agrees to provide Elements Montessori School with a 30-day advance written notice of withdrawal. The obligation for full payment of tuition and other fees will continue until that 30-day withdrawal date. No refunds or allowances will be given. If Elements Montessori terminates services, regardless of cause, the child(ren) are not allowed to attend and the parent or guardian agrees to pay for all tuition and fees for the remainder of the month the child(ren) were terminated.

By signing below, I/we agree to be bound by the terms and conditions of this agreement.

Name of Student(s) (List all children.

One form per family is sufficient): _____

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____



Enrollment Agreement Addendum

I understand the Application Fee and Registration/Supply Fee are non-refundable.

Please Initial: _____

I understand I will be charged additional fees for late pickup after 6:30 PM for full time, and before 8:30 am or after 3:30 pm for Academic Day.

Please Initial: _____

I understand that there are no make-up days or tuition refunds for missed days of school. This includes sick days, Holidays, Staff in-service days, or unplanned closures due to weather events, etc.

Please Initial: _____

I understand that program changes can only be made on the 1st day of a month and must be requested in writing at least one week prior.

Please Initial: _____

I understand that I must give a 30-day written notice to un-enroll my child/children from school.

I understand that the obligation for full payment of tuition and other fees will continue until that 30-day withdrawal date.

I understand that this also applies to any temporary time off, such as for vacations or during the summer when I want to pull my child from school for a time and not have to pay tuition.

I also understand that if I temporarily un-enroll my child to stop paying tuition for a period of time, that my child's spot will not be held and may be filled by another student.

Please Initial: _____