



APPLE MONTESSORI
SCHOOLS

Apple Montessori Elementary Program Tuition Policies

Admissions Age Groups and Enrollment Periods

The Elementary school-year curricula run September-June. The elementary program (grades 1 to 6) is a 10-month program.

Elementary children will have the opportunity to enroll in a summer camp program for July and August. The summer camp program requires registration and payment separate from the school year application.

Enrollment Process

Pending availability and acceptance of your application, you will be charged the following non-refundable fees to secure your child's place in our program:

- 1) Annual Registration Fee
- 2) Tuition deposit equal to one month of tuition* (calculated as one-tenth of your annual tuition for each student)

Every year, families are required to re-register to confirm their continued enrollment, along with paying an Annual Registration Fee to confirm your child's space in our program for the Fall.

*Tuition deposits are applied to the last month of enrollment. The amount of the deposit is adjusted throughout your enrollment in our program based on current pricing.

ACTION REQUIRED: Payment Set-Up (Procare - Tuition Express)

Once accepted into the program, you will be required to complete the Tuition Express digital certificate for processing of payments and make payment of application, field trip (if applicable), and tuition deposit fees. You will receive an email from **Procare Payment Services** containing a link that will prompt you to complete the digital certificate with payment information.

The link is only active for 72 hours and is non-transferable. If the completed Tuition Express digital certificate and payments are not received within 7 days of acceptance, we will void your acceptance to the program.

The completed Tuition Express digital certificate is your commitment to enroll and pay for your child's spot until withdrawal, in accordance with our Withdrawal and Scheduling Change Policy.

Monthly Tuition Payment Process

Tuition is due on the first business day of each month and a statement will be emailed on the 15th of the prior month. Your tuition is due according to the payment option you opted for on your application.

Payments made via credit/debit card will have a 3% transaction fee added to your statement. Payments made via a checking or savings account do not incur a transaction fee.

School Closings and Proration

Tuition is not subject to proration for any reason, including but not limited to: illness, holidays, emergency snow closings, elective vacations, leaving the country for an extended period of time, family emergencies, state and federal mandated state of emergencies, and any mandated school closures due to health concerns. The only exception is your initial start date. Start dates on or after the 15th of the month will be prorated 50%.

Late & Returned Payments

There will be a \$50 late fee on all balances not received/processed by 3pm on the 5th of each month. This includes auto-payments that are declined. If your child's tuition has not been paid by the 15th of the month that it is due, your child may be removed from the program unless financial arrangements have been agreed upon with the tuition department at Apple Montessori Schools.

There is a \$35 penalty fee for all returned payments in addition to the outstanding balance and any applicable late fees.

Delinquent Accounts

If a child's account during the school year has been unpaid for more than 30 days, the child will not be permitted to attend school. The child's return will be conditional on payment of past due amounts and the continued availability of a space in

the classroom, which the school does not guarantee.

Withdrawal & Schedule Change Policy

Should you need to withdraw your child from enrollment at Apple Montessori Schools for any reason, you must provide Apple Montessori School with written notice of your intention to withdraw your child. You will still be obligated to pay the full Annual School Year Tuition.

Refunds will not be given for any tuition payments already made or fees already paid. You will remain required to pay any tuition and fee payments still outstanding, even if you withdraw your child from the elementary program before the end of the academic year in June or your child does not attend the elementary program through the end of June.

If you withdraw your child from enrollment in Apple Montessori Schools for any reason, Apple Montessori Schools does not guarantee that your child will be permitted to re-enroll. Apple Montessori Schools reserves the right to dis-enroll any child without prior notice if, in the sole opinion of Apple Montessori School, it is in the best interest of the child or Apple Montessori School.

Disenrollment

Apple Montessori Schools reserves the right to disenroll any child without prior notice if, in the sole opinion of Apple Montessori Schools, it is in the best interest of the child or Apple Montessori Schools. Apple Montessori has the right to withdraw a child if a parent does not follow the code of conduct policy in our Parent Handbook.