



APPLE MONTESSORI  
SCHOOLS

## Apple Montessori Infant-Preschool & Summer Camp Tuition Policies

### Admissions Age Groups and Enrollment Periods

Apple Montessori Schools offer programs in three age groups (for Elementary, please refer to the Elementary Tuition Policy):

- Infant - Ages 6 weeks to 18 months
- Toddler - Ages 18 months to 2.5 years
- Preschool/Kindergarten - Ages 2 to 6 years

All programs run continuously throughout the year. Children may be admitted to our schools on a rolling basis throughout the year pending availability.

The Preschool-Elementary school-year curricula run September-June. Preschool and 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\*

Your child's 1<sup>st</sup> month of tuition will be due in the month you start attending Apple Montessori.

Every year, families are required to re-register to confirm details and sign off on forms, 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 and classroom transitions.

### 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 15<sup>th</sup> of the prior month. Your tuition is due and payable on the 1<sup>st</sup> business day of each month, regardless of your child's attendance.

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 15<sup>th</sup> of the month will be prorated 50%.

### **Summer Camp for Preschool and Kindergarten**

Preschool-Elementary programs administer curriculum on a school-year basis, September through June. In July and August, we focus on our Summer Camp themes in these classrooms.

The summer camp payments are as follows: your child's July summer camp weeks payments will be due at the time of registration. Your August summer camp weeks will be billed June 2<sup>nd</sup> and payment due June 16<sup>th</sup>. After enrollment is selected and paid, there are no reimbursements for changes.

### **Late & Returned Payments**

There will be a \$50 late fee on all balances not received/processed by 3pm on the 5<sup>th</sup> of each month. This includes auto-payments that are declined. If your child's tuition has not been paid by the 15<sup>th</sup> 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**

Any changes to your child's schedule or withdrawal must:

- 1) **Be in writing:** letter or email to your Director; no verbal communication is accepted
- 2) **Be before the 14<sup>th</sup> of the month:** timestamped email or director must receive written notice before the 14<sup>th</sup>
- 3) **Include the reason for withdrawal and last date of attendance**

**IMPORTANT:** Your final tuition obligation is based on the date you provide notice of withdrawal, not based on your last day of attendance. Because billing statements are issued on the 15<sup>th</sup> of each month, we require any withdrawal notice before the 14<sup>th</sup> if you are withdrawing in the next calendar month. Tuition is charged in full-month increments and will not be prorated based on your withdrawal date.

- Notice before the 14<sup>th</sup> of the month: With notice on or before the 14<sup>th</sup>, we can apply your deposit to the following, final calendar month of tuition. *For example, if you give written notice of withdrawal on April 14<sup>th</sup>, your deposit would be applied to May's tuition, and you are welcome to attend through May 31<sup>st</sup>.*
- Notice after the 15<sup>th</sup> of the month: If withdrawal or scheduling change notice is received after the 14<sup>th</sup> of the month (i.e., after billing is complete), you are responsible for paying the issued statement and your deposit will be applied to the next billing cycle. *For example, if you give written notice of withdrawal on April 15<sup>th</sup>, there is no refund for May's tuition and your deposit would be applied to June's tuition. You would be welcome to attend the program through June 30<sup>th</sup>.*
- Summer Camp Withdrawal: Because we carefully plan our Summer Camp program based on attendance, if you have a Preschool, Kindergarten or Elementary student that has registered for Summer Camp we are unable to issue a refund.

Short-notice withdrawals remain subject to the withdrawal policy above. Final tuition obligations are based on the date you notify us, not the last date of attendance. Tuition is not pro-rated or refunded for withdrawals.

### **Refund Policy**

Apple Montessori Schools does not offer refunds for reduced attendance, expected or unexpected school closures, or early withdrawals (e.g., within the notice period).

If you are a **new family** that has enrolled for a September or later start date or a **returning family** that has committed to a September or later start date, your deposit and any applicable field trip fees will be refunded with written notice by **July 15th**. After this date, the standard withdrawal policy applies. Your Annual Registration Fee is non-refundable.

#### **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.