**Tuition, Fees and Payment Procedures**

Tuition is an annual fee that can be paid in full, by-annually or in ten (10) equal pro-rated installments (August - May).

**Tuition Plans**

| **Program** | **Hours** | **Plan #1**One Payment | **Plan #2**Two Payments(due 8/15 & 12/15) | **Plan #3**10 Payments(due 8/15 - 5/15) |
| --- | --- | --- | --- | --- |
| Early Care | 8:00am – 8:30am | $600 | $600 | $600 |
| Full Day | 8:30am - 3:00pm | $8,400 | $8,650 | $9,000 |
| Extended Day | 8:30am - 4:00pm | $9,660 | $9,990 | $10,200 |
| Half Day | 8:30am – 11:45am | $6,200 | $6,400 | $6,700 |

All tuition payments are due on the 15th day of the month from August through May for the next month’s tuition (unless paid in full).

Tuition charges are based on Sharon Montessori’s yearly expenses; therefore, we cannot refund a portion of the tuition for days missed due to your child’s illness, absences, or to the school closing for inclement weather.

**Payment Options**

Option #1: Payment in full due by August 15th (minus deposit previously paid).

Option #2: Bi-annual payment plan: tuition minus deposit with the balance to be paid in two equal payments by August 15th and December 15th.

Option #3: Monthly Payment Plan: Tuition minus the deposit paid in 9 monthly equal payments beginning August 15th.

Payments may be made via check or credit card. If paid by credit card a 3% transaction fee will be added.

**Tuition Deposit**

A non-refundable tuition deposit in the amount of one month’s tuition (annual tuition divided by 10) is required with your signed contract to ensure a reserved spot for your child. This deposit will be credited to your final tuition payment of the year based on your selected payment plan.

**Past Due Accounts**

All past due accounts will receive a written courtesy reminder after 3 days. Accounts 7 days past due will be assessed a $50 late payment fee. A $100 late fee will be applied after 14 days past due. To continue enrollment, your account must be brought into balance by the 1st of the month.

**Fees**

Application Fee: A $75 non-refundable Application Fee must be included with your application form.

Returned Checks: A fee of $35 will be charged for returned checks.

Late Pick-up: Sharon Montessori charges a late pick-up fee of $5/5 minutes in the event you are unable to pick-up your child by the end time of your child’s program day. The fee is charged in 5-minute increments.

Drop-in Extended Care Rate (arranged and agreed in advance): Drop-in extended care is charged at $15/30 minutes. The fee is charged in 30-minute increments.

Early Drop-off: Sharon Montessori charges an early drop-off fee of $15 when arriving before 8:30.

**Referral Incentive**
Families may receive a $100 credit towards your tuition for every child of a new family who enrolls and signs a contract based on your referral to Sharon Montessori.

**Tuition refund policy**

Children may be withdrawn through a formal written request with a 60-day notice. Sharon Montessori may refund or cancel 50% of tuition paid or due, except the non-refundable deposit. Monthly tuition is not pro-rated if you withdraw before the end of a month.

**Termination**.

Sharon Montessori reserves the right to void your contract if we determine that our program does not meet the needs of your family.