



17-18 ENROLLMENT CONTRACT-Primary

Enrollment

I/We agree to enroll my/our child, _____, in the Ithaca Montessori School (IMS) in the following program(s):
(print child's name)

Program Desired:

Primary Program (5 days): (8:30am – 12:00pm) (8:30am – 3:30pm) (8:30am – 4:30pm) (8:30am – 5:30pm)

Monthly Before School (5 days): (7:30am – 8:30am)

Enrollment Fee

I/We understand that a non-refundable, on-time, enrollment fee of \$200 will be due in order to finalize the enrollment of my child at Ithaca Montessori School. The enrollment fee covers the administrative cost associated with the enrollment process. It is non-refundable and is not credited against any tuition.

Tuition Deposit

- I/We enclose a non-refundable payment equal to one month tuition fee with this contract as a deposit on the terms of this contract. This tuition deposit will be applied to your tuition payment(s) as described below in the Tuition Payment section below.

Tuition Payment

- Parents are required to register with Ithaca Montessori School's tuition management system, SMART TUITION, upon enrollment.
- Tuition is due on or before the first of each month.
- Tuition fees are not subject to proration for illness, holidays, or emergency closure of the school.
- Parents or guardians assume unconditional responsibility for tuition payments. The undersigned understand(s) and agree(s) that this is a legally binding contract for the full annual tuition for said child unless IMS requests the child to withdraw.
- The only exception to the above term is withdrawal as a result of a life-changing event such as loss of employment, death in the family, or relocation. Should withdrawal occur under these circumstances, the undersigned will be responsible for a minimum of three (3) months tuition obligation from the date of withdrawal. All other withdrawals will be invoiced for the full amount of the contract at the time of withdrawal.
- Payments received by IMS more than 10 days after the due date are subject to a late charge of \$40 per month to cover added administrative costs. Acceptance by IMS on one occasion of a late payment without assessing a late charge shall not be a waiver of its rights with respect to any other late payments and resulting late charges.
- Failure to make an installment payment within 30 days of its due date gives IMS the right to declare the entire unpaid balance of the annual tuition immediately due and payable.
- IMS reserves the right to cancel a student's enrollment if payments are not made by the tuition due dates.
- In the event that IMS incurs expenses in connection with the enforcement of this contract and/or collection of monies owed under this contract, the undersigned will be responsible for reimbursing IMS for such expenses incurred, including attorney's fees and costs.
- Should enrollment occur after start of school in September, tuition obligation will be prorated based upon student's start date.



ITHACA MONTESSORI SCHOOL 17-18 ENROLLMENT CONTRACT-Primary

Parent Hours

I/We agree/understand that each family has a commitment of 20 volunteer hours per year. Each parent volunteer hour is valued at \$20 per hour.

- 5-day per week enrollment: 20 hours year

Signature of Person(s) Responsible for Tuition:

Parent / Guardian

Parent / Guardian

Printed Name

Printed Name

Date

Date