

Enrollment Contract 2017-18

I, _____ parent/guardian of _____,

agree to pay the sum of \$_____ for the 2017-8 school year.
Please write out sum in words and numerically

I plan on making payments as follows:

_____ Payment in full - by July 1, 2017. (I will receive a 5% discount.)

_____ Two payments: first payment by August 10, 2017; second payment by January 10, 2018.

_____ Ten equal monthly payments **due on the 1st of each month** - August 2017 through May 2018.

Please note:

- There is a grace period until the 10th of each month, after which we will assess a \$100 late fee.
- The yearly tuition is designed to cover the whole year of your child's attendance. We will not prorate tuition for months that you are on vacation, your child is out sick, snow days, or when the school is on a scheduled break.

Please read and initial the back side of this contract to acknowledge that you have reviewed all the policies.

Billing Information

Choose your Payment Method:

_____ Check

_____ Money Order/Cashier's Check

_____ Cash

_____ Credit Card - please check which type: Visa Mastercard Discover

You must complete a new credit card form 30 days prior to the expiration date of the card on file.

Name on Credit Card

Number

Exp. Date

CVV#

Billing Address

Signature of Parent or Guardian: _____ **Date:** _____

Signature of School Director: _____ **Date:** _____

Contract Terms + Conditions 2017-8

- Initials_____ 1. As used here, the word "I" refers to each parent or guardian signing this contract. The obligation of each person signing this contract is joint and several.
- Initials_____ 2. I understand that a non-refundable Application Fee & Registration & Materials Fee along with the tuition as indicated are required for all students and must be enclosed with this contract in order for my child to be enrolled.
- Initials_____ 3. I understand and agree to abide by the policies and procedures as set forth in the Hudson Hills Montessori Parent/Student Handbook; including the parent code of conduct and/or changes or revisions to school policies as posted on our website. I am aware that the school must follow strict policies regarding health and safety regulations, and Department of Education and Department of Social Services guidelines. I understand that policies and procedures are subject to change and agree that it is my responsibility to stay informed by reading newsletters, emails, the school website and parent bulletin boards.
- Initials_____ 4. I understand and agree that Hudson Hills Montessori reserves the right to review the parent's relationship with the school and to set reasonable conditions for access to the school. I am aware that the school has no obligation or authority to enforce custody or parent visitation issues without court documents to support this, and that the school reserves the right to contact the appropriate authorities should disputes of this type arise. I further agree to hold the school harmless for any contact related thereto.
- Initials_____ 5. I understand and agree that there are specific areas of legitimate parental concern. These include my child's coursework, academic progress, behavior, and physical safety. I may feel free at any time to discuss these issues with the school administration. I am aware that I should put these areas of concern in writing either on paper or via email. I further understand that there are areas of school policy that are not subject to my control, including personnel hiring and termination, personnel contractual issues, and other policies and procedures established by the administration.
- Initials_____ 6. I agree to furnish all enrollment forms and contracts, proof of current immunizations, medical information and all emergency forms required by New York State and the school before the first day of class. I understand that failure to do so may result in an interruption in my child's attendance without any reduction in fees.
- Initials_____ 7. I am aware that the monthly payment plan includes a late fee of \$100.00 per month for payments not made before the 10th of each month. Hudson Hills Montessori reserves the right to suspend a student any time that tuition payments become more than 30 days delinquent. I am aware that tuition is due on the 1st of every month. There is a \$30 bounced check fee. I understand that if my child is enrolled half day and misses a day due to illness, snow days, or scheduled school vacation days, there are no makeup days and tuition remains the same for that month.
- Initials_____ 8. Fees for all extracurricular classes/events must be paid before the child can be accepted to attend. When tuition payments are in arrears, the student may not participate in school-sponsored activities, including but not limited to field trips, shows, programs, studios, after care, etc.
- Initials_____ 9. I am aware that I must give a full 30-day written notice of any changes in schedule, or method of payment. In the event of withdrawal from Hudson Hills Montessori and after the child has met the 30-day adjustment period (a total of 60 days minimum enrollment), I am aware that I am responsible for the full, paid monthly tuition for 60 days after my child leaves the school. However, if my child is enrolled at the elementary or middle school levels, I understand that for any withdrawal after March 31st of each school year, I will be responsible for tuition and fees until the end of the academic year (June 30th). I am aware that if I have used the "pay in full by July 1, 2017, with discount" option and I choose to leave the school year early (August through December 2017), then Hudson Hills Montessori will keep half of my paid tuition. I am aware that the school hires staff and preps its budget based on enrollment for the year, which included my child. I understand that my child/children's school records will not be released until my account is paid in full.
- Initials_____ 10. I understand that Hudson Hills Montessori may terminate enrollment of my child and start collection proceedings if an outstanding balance attains delinquent status. I understand and agree that I will be held responsible for all costs, expenses and interest at the current legal rate, including but not limited to attorney fees, collection agency fees and court costs incurred by Hudson Hills Montessori in order to remedy a breach of this contract.
- Initials_____ 11. I am aware of the following non-refundable annual fees: Interview/Application fee for New Students, and Registration and Material Fees for all students. The annual fees are good for one continuous enrollment period. If I decide to withdraw my child for any reason and wish to return at a later date, all the enrollment fees will be re-assessed. An Application & Contract with fully-paid fees is required by February 24, 2017, to assure my child's spot for the following school year. I understand that there will be no pro-rating of any annual fees, and that I cannot transfer these fees to another child.
- Initials_____ 12. Hudson Hills Montessori reserves the right to change or revise any policy pertaining to the operation of the school with 30 days notice.

**Signature of Parent/Guardian or
Person who is Contractually Responsible:** _____ **Date:** _____

Signature of School Director: _____ **Date:** _____