



Christian Montessori School
AT LAKE NORMAN

2013- 2014 ENROLLMENT CONTRACT

I. Period of Enrollment: This contract sets out the terms of tuition, fees and enrollment for the 2013-2014 academic year, as agreed upon by Christian Montessori School at Lake Norman, hereafter the "School" and the Parent/Guardian who is financially responsible for the following "Student":

Name of "Student": _____ **Expected Date of Enrollment:** _____

Program: Infant: (10 months) (12 months)

Toddler: Half Day (5 days/week, 10 mths.) Half Day (3 days/week, 10 mths.) Half Day (2 days/week, 10 mths.)

Full Day (10 months) All Day (10 months) All Day (12 months)

Primary: Half Day (10 months) Full Day (10 months) All Day (10 months) All Day (12 months)

Elementary: (10 months) Please circle level: 1 2 3 4 5 6

Parents/ Guardian Name: _____ **Parents/ Guardian Name:** _____

Street Address: _____ **Street Address:** _____

City _____ **State** _____ **Zip** _____ **City** _____ **State** _____ **Zip Code** _____

E-Mail: _____ **E-Mail:** _____

Home Number: _____ **Home Number:** _____

Cell Number: _____ **Cell Number:** _____

Work Number: _____ **Work Number:** _____

"Celebrating diversity, Nurturing a passion for learning and biblical principles, Equipping for academic excellence and discipleship"

IV. Credit Card Processing Form for Late Payments

Please read carefully and sign.

The Christian Montessori School at Lake Norman strives for financial accountability from our parents to assure quality educational programs for all of our students. Therefore, it is the practice of Christian Montessori School at Lake Norman to have credit card information from all parents of enrolled students to pay for tuition past due after the 15th of the month..

How this will impact your tuition payment process:

All monthly tuition payments for all students are due on the 1st of every month. **If families choose to pay by credit card, there will be a \$30 processing fee.** If payment is not received by the 5th of the month, payment is considered overdue and the account will be assessed a \$50.00 late fee. A \$5.00 per day charge will be accrued until tuition is paid. (This charge will be accrued until the 15th of the month.). Tuition payments, plus all late fees, as well as a \$30.00 convenience fee will be applied to the credit card on the 15th of the month.

This process will be standard practice for all delinquent accounts.

Please provide the following information regarding your credit card:

_____ Master Card/Visa
Name on Card *Circle one*

_____ Expiration Date
Card Number

Permission to Process Credit Card Information

I _____, have read and understand the credit card processing policy for the Christian Montessori School at Lake Norman. With my authorized signature, I am giving my consent for any and all delinquent tuition amounts to be charged to the above credit card account. I also understand that I will be charged a convenience fee of \$30.00 if the school has to process fees due to outstanding balances on accounts for my child/children.

_____ Date
Authorized Signature

Once this information is obtained, it will be kept in confidence and in a secured environment and will be used only for the purpose of unpaid and/or delinquent tuition payments. *Your child's contract will be processed only with your signature and the completion of this form. Please return this form with your contract, the \$350 Enrollment Fee and the 10% tuition deposit. If you have any questions regarding this form or the tuition policy, please contact the Business Office.*

VI. This Contract will be governed by and construed in accordance with the laws of the state of North Carolina. Please do not sign this contract until you have read it carefully and agree in full with all statements and requirements. The child's guardian and person(s) having financial responsibility for this contract must sign.

Signature of Parent/Guardian *Date* *Signature of Parent/ Guardian* *Date*

Return this signed contract to the Director of Admissions with 10% Enrollment Deposit, \$350 Enrollment Fee and Credit Card Processing Form. **CONTRACTS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY 10% DEPOSIT, THE ENROLLMENT FEE, and CREDIT CARD PROCESSING FORM.**

For Office Use Only:
Classroom Assignment: _____
Deposit Check Number & Amount: _____
Expansion Fee Check Number & Amount: _____

II. Terms:

I. Importance of Parent/Guardian participation at Christian Montessori School at Lake Norman:

1. Parents will serve a total of 20 hours of **REQUIRED** service to the school in the capacity of their choice. Service opportunities will be mailed out under separate cover. Parents will work directly with the designated Parent Representative to coordinate participation. Five hours shall be served prior to the December break with the remaining hours being served prior to the end of the school year.
2. The Parent/Guardian **MUST ATTEND** Parent Orientation Night, Parent/Teacher Conferences and at least one (1) Parent Education Night.
3. The Parent/Guardian agrees to comply with the rules and regulations published in the Parent Handbook and any other rules and regulations as may be promulgated hereafter by the "School".

II. Tuition and other Fees:

A. Tuition:

1. In accordance with the published schedule of tuition and fees, which is attached, the Parent/Guardian agrees to pay when due the tuition and all other fees for the program in which the "Student" is enrolled.
2. Upon the signing of this contract, the Parent/Guardian agrees to pay an Enrollment Deposit of \$350.00 and 10% of annual tuition. **The Enrollment Deposit (\$350) and 10% Tuition Deposit are non-refundable and the student contract will not be processed unless accompanied by the Enrollment Deposit and 10% Tuition Deposit.** _____ (initial)
3. The Parent/Guardian agrees that if payments are not made in accordance with this contract, the School shall have the right to refuse to admit the "Student" to class and shall withhold the "Student's" records until all tuition and fees have been paid in full.
4. Credit Card Processing - All monthly tuition payments for all students are due on the 1st of every month. If payment is not received by the 5th of the month, payment is considered overdue and the account will be assessed a \$50.00 late fee. A \$5.00 per day charge will be accrued until tuition is paid. (This charge will be accrued until the 15th of the month.) Tuition payments plus all late fees as well as a \$30.00 convenience fee will be applied to the Credit Card on the 15th of the month. _____ (initial required here). See Credit Card Processing Form for further information.
5. **The Parent/Guardian agrees that the withdrawal or dismissal of the "Student" after the execution of this contract for any reason does not relieve the Parent/Guardian of the responsibility for payment of tuition for the entire semester in which the student attends.** _____ (initial required here)
6. **Notice of Cancellation-** If the student is accepted, the Parent/Guardian understands and agrees that he/she is obligated to pay tuition for the current semester, unless the Parent/Guardian cancels this agreement in writing and delivers to the "School" by registered or certified mail on or before **May 15, 2013 for the 2013-2014 academic year. The Parent/Guardian further understands that in the event of cancellation, the Enrollment Deposit and Enrollment Fee will be non-refundable.** _____ (initial required here).
7. The Parent/Guardian understands and agrees that the School shall have the right to exclude any "Student" from attendance, temporarily or permanently, under any circumstances for which the Head of School or her designee deems appropriate. Should the Parent/Guardian not comply with the terms of this Enrollment Contract and it becomes necessary for the "School" to enlist the services of an Attorney to collect any funds due, the "School" shall be entitled to collect from the undersigned Parent/Guardian any and all costs of collection. The cost of collections will include attorney's fees not to exceed 15% of the outstanding balance of principle and interest. _____ (initial required here).
8. **Job Loss Clause: Any family that experiences an unforeseen job loss, which results in an immediate loss of 50 percent or more of total family income shall be eligible for a 50 percent reduction in tuition for a period not to exceed 120 days following the termination. Any intention in using the Job Loss Clause must be submitted in writing to the Business Office along with proof of annual family income and separation notice from employee explaining terms of separation. Any and all funds received while unemployed, including but not limited to unemployment compensation and severance pay, must be disclosed to the Business Office. The Job Loss Clause will then become active under the original terms. To be considered for this provision, your account must be paid current with no outstanding balance and must have a history of timely payments.**

B. Other Fees: The Parent/Guardian shall be responsible for paying promptly when assessed the following fees:

1. Enrollment Fee- An annual Enrollment Fee of \$350.00 for each student must be paid to provide for further development and meeting the needs of continual growth, development, and maintenance. The Enrollment Fee is non-refundable and is not prorated.

2. Class Activity Fees/Fieldtrip Fees - These fees may be assessed, per "Student" per year, at the discretion of the "Student's" classroom teachers' or Head of School.

3. Late Payment Fees - Payments are due upon receipt of bill. If payment is not made when due the "School" may assess a Late Payment Fee of \$50 and the Parent/Guardian understands that a "Student" may be barred from attending classes if tuition and fees are not paid.

4. Bad Check Fees - The School will assess a \$30 fee against any Parent/Guardian whose payment check is not negotiable. If the Parent/Guardian presents a second non-negotiable check all future payments due under this agreement must be paid in cash, by money order, certified check or cashier's check (i.e. replacement funds, late payment fees and bad check fees).

5. Late Pick-Up - The "School" expects the Parent/Guardian to make advance arrangements for child pick-up if they anticipate a late arrival. These arrangements should be made no later than the school day proceeding the day of use. The Parent/Guardian will be charged a fee for Late Pick-Up at the rate of \$20.00 for the first fifteen minutes. Additional time past fifteen minutes after school dismissal for all programs will result in a \$2.00 per minute charge. Late payment is due upon receipt of bill. Standard late charges for outstanding balances will apply.

6. Building Security Keys- Each family is required to have atleast 1 key (2 keys maximum per family). You may either pay the \$40.00 deposit at the time of enrollment or you can be invoiced for the total amount.

III. Tuition Worksheet

Enrollment Deposit (\$350): _____

Building Security Keys (only new families) (\$40): _____

Payment Plan:

_____ **Plan A: Annual Payment Plan (Due by May 1st or within 30 days of enrollment)**

_____ **Plan B: Semester Payment Plan (Due by August 1st (50%) and Jan 1st (50%)**
(Complete Section IV.)

_____ **Plan C: Monthly Payment Plan (Beginning August 1st)-** The balance of tuition will be payable in consecutive equal monthly payments based upon the duration of the contract. **(Complete Section IV.)**

Total Amount of Tuition for Educational program of choice: _____

Amount of tuition deposit (10% of Total Tuition): _____

This deposit will be considered the last month tuition payment.

Remaining tuition balance: _____