

MINIAPPLE INTERNATIONAL MONTESSORI SCHOOL, INC.

TUITION & FEES POLICIES FROM PARENT HANDBOOK

For additional policies and procedures, please see the Parent Handbook

Annual Registration Fee: A non-refundable registration fee is required upon initial enrollment, and for re-registration for each new school year for current Miniapple families.

Tuition Deposit: Half-month non-refundable tuition deposit per child is required at the time of initial registration, and to re-register for each new school year for current families. The payment will be applied towards tuition during the 2nd month of attendance in the school year for which the student is registering, and will be forfeited if the student withdraws prior to the second month of attendance. Discounts do not apply to the tuition deposit

Tuition: Payment is due on the 1st of each month. Parents paying tuition in two installments per month should pay the second half on the 15th of the month. All payments for tuition, fieldtrips, optional programs, Stay & Play, and fees must be paid by local check, money order, ACH transfer, or credit card. A convenience fee will be added to credit card and ACH transactions. Checks may not be postdated. We do not accept cash.

Misc. charges such as Stay & Play, field trip, special lunch, events, etc., are billed to each child's account and will not be moved to a sibling's account. Parents need to pay these charges in each child's account.

Students starting between the 1st & 15th of the month will be billed the full month; students starting between the 16th & last day of the month will be billed the full month and tuition will be adjusted for half the month.

Students withdrawing from the program between the 1st & 15th of the month will be billed for the full month and tuition will be adjusted for half the month; students withdrawing from the program between the 16th & the last day of the month will be billed for the full month.

Families receiving childcare assistance are subject to all Miniapple billing policies and requirements, and are required to pay the difference between Miniapple tuition rates and childcare assistance reimbursement rates, as well as any fees, deposits, co-pays and absent days not covered by childcare assistance. Families receiving childcare assistance are responsible for the full outstanding balance on the account.

Account balance must be zero by the 25th of the month, for service provided from the 26th of the previous month to the 20th of the current month. The family is responsible for tuition during the suspension of service.

Late Payment Charge: Past due tuition and/or fees will incur a late fee of \$35.00 per week.

Late Pick-Up Fee: A late fee per child will be billed when a child is picked up after the center closes.

Out of Contract Charge: The daily rate is billed when a student attends on an unscheduled day.

Reenrollment After Separation from Program: When a family disenrolls from the program and then re-enrolls within 60 days, Miniapple will bill tuition for the period the family was disenrolled.

Failed Transaction Charge: There is a \$35.00 charge for all failed transactions or returned checks. Returned checks will not be resubmitted and must be replaced with a cashier's check, money order or credit card payment.

Stay & Play: Stay & Play is billed for time attended before 8:30am and/or after 3:30pm for students who are not enrolled in the extended day program.

Tuition Charges for Classroom & Schedule Changes: Tuition changes are effective on the 1st or the 16th of the month following the 30-day notice of request to change the child's schedule. When students progress to the next age level, tuition changes are effective on the 1st or 16th of the month, regardless of the date of the actual move. The first half of the month is billed at the pre-move up rate and the second half of the month is adjusted if the child moves up before the 16th. No adjustment will be made for single days.