

Portage Collaborative Montessori School

Preschool Tuition Plan Enrollment

Family Name: _____ Date: _____

Students Name(s) _____

Total Tuition Due: \$ 3,750.00

At PCMS, we are concerned with the ever increasing cost of educating our children. At the same time, we are concerned about our obligation to educate our children in the best environment that we can provide. In an attempt to keep a Montessori education within the means of as many families as possible, we have made every effort to keep tuition expense to a minimum.

In an effort to accommodate our students and their families, PCMS offers three options for tuition payment. You may choose from the following options.

Payment Plans:

Please check *one* of the following payment plans and return it with your Advanced Deposit payment due June 1, 2016. Your Advanced Deposit payment will ensure your child's enrollment acceptance for the 2016-17 school year. Thank you.

Plan A _____ One annual payment for tuition balance due October 1st

Plan B _____ Two bi-annual payments for half tuition balance due October 1st and February 1st

Plan C _____ Monthly payment of \$ 375.00

I/We agree to comply with the terms of the tuition plan selected.

Print Name

Print Name

Signature

Signature

PORTAGE COLLABORATIVE MONTESSORI SCHOOL

TUITION POLICY

Payment Options

In an effort to accommodate out families, PCMS offers three options for tuition payment.

PLAN A: One annual payment for tuition balance due October 1

PLAN B: Two bi-annual payments for half tuition balance due October 1 and February 1

PLAN C: Monthly payments

Monthly invoices are issued on the 15th of each month with payment due by the 1st of the following month; first payment due September 1

An advanced tuition payment is due June 1st that holds the child's enrollment spot over the summer months. This payment is applied toward the total yearly tuition.

It is the responsibility of each school family to keep the PCMS office informed of their need to make changes in their preferred tuition payment plan.

All checks should be made payable to SCESC.

Delinquent Tuition Accounts

Monthly payments are due by the 1st of each month. Annual payment is due by the 1st of October. Bi-annual payments are due by the 1st of October and February. Accounts are considered delinquent after the 15th day of the month. A 5% late fee will be assessed on all accounts not paid by this date.

Families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) days of the second missed payment will be informed that their child(ren) may not continue to attend PCMS.

Accounts that remain delinquent past 90 days are considered to be in default of the tuition contract and may be turned over to an attorney or collection agency for final resolution. Any expenses incurred as a result of the collection will become the responsibility of the parent/guardian.

A check that is returned by the bank for any reason will result in a fee of \$25 to your account. The charge will appear on the next invoice.

(See other side)

Non-Admission of Students Due To Tuition Delinquency

Families failing to pay tuition according to the agreement that they have made with PCMS or who have been unwilling to make suitable alternative arrangements will be informed that their child(ren) may not be readmitted.

These policies will affect each child in the family. If an out-going student leaves a balance due, the younger sibling will not be admitted to the school until the outgoing student's balance is paid in full.

Tuition Refund

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds will be prorated over the number of school days each student was in attendance.

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