STUDENT ENROLLMENT CONTRACT
Growing Hearts Montessori School

I wish to enroll my child _____ as a student in Growing Hearts Montessori School.

I understand and agree to abide by the following school policies:

1. Enrollment in the Preschool Program: Parents or Guardians agree that Student shall be enrolled in the School Program, which begins on the Director and Parent / Guardian agreed upon date of _____.

2. Non-refundable Fees and Deposits. Parents or Guardians agree to pay to GHMS the following non-refundable fees and deposits:

   a. **Registration Fee**: For new students only, Parents or Guardians agree to pay a $**100 non-refundable registration fee**. Payment of the Registration Fee is due at the time this Enrollment Contract is received by GHMS and does not guarantee Enrollment at GHM.

   b. **Tuition Fee Deposit**: For new students only, upon acceptance to GHMS the first month's tuition deposit is due in full before the first day of class. **Enrollment cannot be guaranteed until the deposit is made**. This deposit will be applied to the first month's tuition payments.

3. **Tuition Payment Options**: By initialing one of the options below, Parents or Guardians have chosen to pay the Tuition according to the payment terms set forth as follows:

ALL STUDENTS: **7:30 AM to 4:30 PM**

☐ **Monthly Payments**: If Parents or Guardians choose the Monthly Payments Option, Parents or Guardians agree to pay GHM the Monthly Tuition Rate on the first (1) day of each month using the method designated as follows. Payment is deemed late as of the fifth (5) of each month and will add a 10% charge based on the current balance due.

- ☐ **Early Primary Montessori** (16 Months – 3 Years) **$950**
- ☐ **Primary Montessori** (3 Years – 6 Years) **$700**
- ☐ **Elementary Mentoring Program** (K - 3rd Grade) **$650**

☐ **Bi-Monthly Payment**: If Parents or Guardians choose the Bi-Monthly Payments Option, Parents or Guardians agree to pay GHM the Bi-Monthly Tuition Rate on the first (1) and fifteenth (15) day of each month using the method designated as follows. Payment is deemed late as of the fourth (4) and eighteenth (18) of each month respectively and will add a 10% charge based on the current balance due per payment.

- ☐ **Early Primary Montessori** (16 Months – 3 Years) **$475**
- ☐ **Primary Montessori** (3 Years – 6 Years) **$350**
- ☐ **Elementary Mentoring Program** (K - 3rd Grade) **$325**

☐ **Automatic Payments:** Please select the following. I understand that if my account is behind by more than one billing cycle, my account will be transitioned to automatic payments to continue enrollment.

- ☐ **YES, I wish to enroll in automatic billing for GHMS**
- ☐ **NO, I do not wish to enroll in automatic billing for GHMS and I understand the aforementioned terms**

4. **Early Withdrawal or Growing Hearts Montessori Preschool Termination of this Enrollment Contract**

a. **Tuition Payments**: Parents or Guardians agree and understand: Notice of the withdrawal of any student from Growing Hearts Montessori by the Parents / Guardians will be in writing sent to the schools current physical or email address. This letter or message is to be received no later than thirty (30) days before the date of withdrawal. No mid-month withdrawals are accepted and all must be received before or on the first (1st) of each calendar month. Failure to give sufficient notice will result in payment due for the thirty days tuition and fees following the date that either the notice was made, or the child was withdrawn, whichever is earlier.

b. **Termination**: GHMS reserves the right to terminate this Enrollment Contract and disenroll Students from GHMS's programs with or without notice for any reason. Parents or Guardians agree and understand that termination of this Enrollment Contract and disenrollment of Student from GHMS's programs does not change the refund provisions set forth in paragraph 4 of this Enrollment Contract.

5. **General Terms and Conditions**:

a. Illnesses and Vacations: GHMS does not give refunds for days Student is absent due to illnesses, vacations or other personal reasons.

b. Please see the School Calendar for a schedule of day's school is closed.

c. Any returned checks or declined charges will require a $30.00 reprocessing fee.

d. A **$1 per minute late fee** will be charged for students who are not picked up from school by 4:30. This same fee applies to early arrivals dropped off before 7:30 am if a teacher is available. **This fee is automatically calculated by our software and is based on your clock out time**..

e. GHMS reserves the right to adopt/amend rules and regulations as deemed necessary.

f. I have **received, read, and fully understand** the Parent Handbook. The Student and the Parents or Guardians shall comply fully with the rules and regulations as stated or amended in the Parent Handbook.

g. All students will be accepted on a conditional basis. Parents or Guardians may be asked to withdraw Student if GHMS determines, in its sole discretion, that the program is not meeting Student's needs or that the Student's presence is having an adverse effect on the program.

I HAVE READ AND AGREE TO THE TERMS OF THE ABOVE ENROLLMENT CONTRACT

_____	_____
Parent Signature Date	Parent Signature Date
_____	_____
Print	Print
_____	_____
Director Signature	Date