



Student's Full Name: _____ **Date of Birth:** _____

Financially Responsibility: The following individual(s) take full responsibility, including financial, for upholding the terms of this Agreement and the Free Horizon Montessori Student and Parent Handbook, the Free Horizon Montessori Guide to Conduct and Self Discipline, Jeffco Public Schools Conduct Code and Related Policies, and the Jeffco Public Schools Choice Enrollment Confirmation form, all of which are material components of this Agreement. Communications regarding payments and all other matters pertaining to this Agreement shall be communicated to all and limited to only Parents/Guardians whose signature appears on this Agreement.

Please list all Financially Responsible Parties below:

Name: _____ Relationship to Student: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone: _____

Percentage of Financial Responsibility: _____ Signature: _____

Name: _____ Relationship to Student: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone: _____

Percentage of Financial Responsibility: _____ Signature: _____

In order for your child to be admitted into the classroom, Signed Tuition Agreements must be returned to the School.

Program Selection: I am enrolling my child, for the full academic school year, at Free Horizon Montessori School (FHM). I understand that there will not be an opportunity to change from Half Day to Full Day or from Full Day to Half Day program unless there is space available in the alternate program. A \$50.00 Program Change Fee shall apply. I have elected the following Program:

***Please initial the box for your selection of the 3-day or 5-day half day or full day program.**

| Preschool | | | |
|--|---|---|------------------------------|
| <i>Student must be 3 years old by October 1, 2018.</i> | | | |
| | 5 days/week (Monday-Friday) | 3 days/week (Tuesday, Wednesday, Thursday) | |
| Morning Half Day Program <i>8:30a – 11:30a</i> | <input type="checkbox"/> \$5,080/year (\$508/monthly) | <input type="checkbox"/> | N/A |
| Morning Half Day Program + Lunch Bunch <i>8:30a – 12:15p</i> | <input type="checkbox"/> \$6,363/year (\$636/monthly) | <input type="checkbox"/> | N/A |
| Full Day Program <i>8:30a – 3:20p; 1:45p dismissal every Wed</i> | <input type="checkbox"/> \$7,872/year (\$787/monthly) | <input type="checkbox"/> | \$5,429/543year (\$/monthly) |
| Montessori Introduction – 3 days/week (M,T,Th) | | | |
| <i>Student must be 3 years old by October 1, 2018</i> | | | |
| <input type="checkbox"/> | Afternoon Half Day Program <i>(12:30p – 3:20p)</i> | \$2,672/year (\$267/monthly) | |
| <input type="checkbox"/> | Afternoon Half Day Program + Lunch Bunch <i>(11:30a – 3:20p)</i> | \$3,561/year (\$356/monthly) | |

Tuition Payment Plan: Please initial the box for your selection of Tuition Payment Plan:

- Plan A: Ten (10) Monthly Payments** of \$ _____.
My first payment is due and payable upon contract execution no later than **May 15, 2018**. This payment is **non-refundable** and holds my child's enrollment spot. The second payment is due **September 1, 2018**, and the remaining payments are due the first day of each month with the last scheduled payment due **May 1, 2019**. I understand that payments are scheduled for convenience only and do not correspond to a specific month of attendance. *(See early withdrawal section)*

- Plan B: One (1) Full Payment**, covering the full tuition obligation, is made in full due on or before **May 15, 2018**.
This option allows you to take a 5% discount. The adjusted annual payment equals one (1) Payment of \$ _____. Discounts for pre-payment are voided if the child dis-enrolls prior to the end of the school year. ***This plan is available only to families enrolling for the entire school year.*** *Disenrollment will result in proration of tuition refund without discount applied. (See early withdrawal section)*

- Plan C: Prorated Tuition** based on my child's start date of _____, with total tuition totaling \$ _____. My first payment in the amount of \$ _____ is due on _____. This payment is non-refundable and holds my child's enrollment spot. The second and subsequent payments are due and payable on the first day of each month, with the last scheduled payment due on or before **May 1, 2019**. I understand that payments are scheduled for convenience only and do correspond to a specific month of attendance. I understand that the monthly amounts listed above reflect the full school year and my monthly amount might be higher or lower depending on the actual student contact days remaining in the school year from my child's start date and the number of months remaining for payment. ***This plan is available only to families enrolling after September 1, 2018.***

- Please check the box if current FHM Employee.**

Note: No refunds will be granted if disenrollment is after March 1, 2019. There are no tuition credits for absences, including sickness, medical procedures, religious observances, vacations, disciplinary actions, or school closures, including weather-related closures.

Adherence to Admissions, School, and District Policies: Both my child and I must comply with all School and District admissions policies and procedures. Effectiveness of this Agreement is subject to final approval of my child's admission in accordance with such policies and procedures.

The Academic School Year is from the First Day of School (*or, if my child is starting after the First Day of School, from starting date, as listed in Payment Plan C above*) through the Last Day of School, as reflected on the School Calendar, which is subject to FHM Board approval and to change. I will be notified of all changes to the School Calendar through the school's periodic newsletters and/or posting on the school's web site. I agree to pay tuition and fees for my child for the entire Academic School Year with tuition payments due as reflected above.

I understand and agree that if I disenroll my child prior to the Last Day of School; such termination is subject to Early Withdrawal Policy set forth below. Tuition is charged for student contact days during the academic school year only, as reflected on the School Calendar. There are 175 student contact days for all students. Optional enrollment in vacation camps and/or Before and After Care are separate processes and require separate enrollment paperwork.

Early Withdrawal: Withdrawal/Disenrollment from FHM during the school year requires 30 calendar days' written notice and completion of disenrollment forms as outlined in the FHM Student and Parent Handbook. Please remember, if the student withdraws prior to the beginning of school year, the first payment made to reserve your student's position is non-refundable.

I understand I am responsible for tuition for all student contact days that fall within the 30 calendar days' notice period, regardless of attendance. Withdrawal's prior to the March 1 tuition due date will be prorated

through the last student contact day of the 30-day written notice of withdrawal. Discounts for annual tuition pre-payment are voided in the event of disenrollment regardless of reason. These families will receive a refund for tuition for student contact days from day 31 past the date of written notice through the Last Day of School. Refunds must be issued in the same payment form it was received. Note that it may take 6 – 8 weeks to process checks. No tuition deduction or credit will be made for withdrawals after March 1, 2019, regardless of notice and/or attendance, and tuition through the Last Day of School will be owed.

Student Illness/Emergency: FHM strives to maintain a healthy, safe environment for our children. In that light, I may not bring to the School a child who is ill (*determined at FHM's discretion*). I will be notified if my child becomes ill, and I must then pick him/her up as soon as possible, but no later than one hour from the time of notification. I authorize FHM to obtain immediate medical care if a medical emergency occurs when I cannot be located immediately.

Responsibility: I agree to be responsible for any loss, damage or destruction by my child of any property of the School by paying the full replacement cost, including any applicable shipping and handling charges.

School Dismissal: I agree to pick-up my child during the (10) ten-minute window of dismissal as set forth in the FHM Student & Parent Handbook. I understand a fine of \$1.00 per minute per child will be assessed for a pick-up of child after the designated dismissal window. I understand that I, as the parent/guardian, am responsible for late pick-up fines regardless of carpool or other arrangements. (Please be cognizant of this policy providing ample time as necessary to meet its requirement). *FHM will take into consideration weather and unforeseen circumstances when necessary.*

Payment Procedures: Payments are due on the 1st of the month starting in September. FHM accepts cash, checks, money orders, or Visa, MasterCard, Discover and American Express. Preferred method of payments can be made via the Jeffco Connect online payment system, accessible via the FHM or Jeffco Public Schools websites. Checks and money orders can be left in the locked payment box to the left of the door to the administrative office at FHMS. To assure accounting accuracy, please be sure to include your student's full name in the memo field of the check or money order along with a description. Payment can also be made in person at the school's financial office during regular office hours (appointment is recommended).

Late Fees and Returned Checks: If payment is not received by the end of office hours on the 5th of the month a \$30.00 late fine shall be imposed. If an account runs late more than once during the school year, an accelerated payment plan may be required or my child's enrollment may be immediately terminated. **Monthly Invoices will not be sent, so please track your deadlines accordingly.** A \$50.00 service charge will be assessed for any returned checks and all non-sufficient fund (NSF) charges.

Please note, FHM will not carry any accounts in arrears. Please keep your account current to avoid termination of enrollment. FHM is entitled to all costs of collection, including reasonable attorney's fees in the event of the parent/guardian's default of this Agreement.

Parent Acknowledgments: Please initial next to each acknowledgment below:

_____ I hereby acknowledge that I attended/will attend a New Parent Orientation

_____ I understand FHM may terminate my child’s enrollment if I fail to comply with financial requirements or if I or my child fails to abide by the established policies, procedures, and standards of conduct as outlined in the FHM Student and Parent Handbook (including potty training), the FHM Guide to Conduct and Self Discipline, and the Jeffco Student Conduct Code and Related Policies. While my child is enrolled in the school, I understand I must maintain my financial obligation to FHM and my child’s account must be paid in full, as the financial obligations accrued while enrolled at FHM will follow my student to other Jeffco Public Schools.

_____ I understand that FHM offers continued enrollment for subsequent school years to current FHM students whose accounts are in good standing.

_____ I understand that all complaints must be handled according to the FHM communication policy as outlined in the FHMS Student and Parent Handbook. Should a parent/guardian follow the policy and wish to file a grievance, the grievance policy as outlined in the FHM Board Policy Manual must be followed.

_____ I have read, understand, and agree to abide by all of the terms outlined in this Agreement and material components including the FHM Student and Parent Handbook, FHM Guide to Conduct and Self Discipline, and the Jeffco Student Conduct Code and Related Policies. It is further understood and agreed that this Agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the Parent(s)/Guardian(s) signed below and the authorized school official at FHM. I also understand that if I default upon this agreement, I will be responsible for payment of any collections fees or attorney’s fees incurred by Free Horizon Montessori.

My signature below signifies that I have read and understand all aspects of this Agreement and do recognize my legal responsibilities in regard to this contract

Audit of Tuition Agreements: Tuition Agreements not on file at the time of audit will be noted your agreement has been contractually agreed to.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date