



Admin Use Only:  
 Enrollment \_\_\_\_\_  
 Finance \_\_\_\_\_

**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 (FHM) Student and Parent Handbook, the FHM 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 only Parents/Guardians whose signature appears on this Agreement. *Optional enrollment in vacation camps and/or Before and After Care are separate processes and require separate enrollment paperwork.*

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 student 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 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.

Please, **initial** the box for the program you selecting for your student:

<b>Preschool</b>			
<i>Student must be 3 years old by October 1, 2019.</i>			
	<b>5 days/week (Monday-Friday)</b>	<b>3 days/week (Tuesday, Wednesday, Thursday)</b>	
<b>Morning Half Day Program</b> 8:30a – 11:30a	<input type="checkbox"/>	\$5,258/year (\$526/monthly)	N/A
<b>Full Day Program</b> 8:30a – 3:05p; 2:00p dismissal every Wed	<input type="checkbox"/>	\$8,148/year (\$815/monthly)	\$5,619/year (\$562/monthly)

<b>Kindergarten – Monday-Friday (5 days/week)</b>	
<i>Student must be 5 years old by October 1, 2019.</i>	
<b>Morning Half Day Program</b> 8:30a – 11:30a	<input type="checkbox"/> No Charge
<b>Full Day Program</b> 8:30a – 3:05p; 2:00p dismissal every Wed	<input type="checkbox"/> \$4536/year* (\$454/monthly)*

*\*FHM follows the Jeffco School District's Policy to waive Full Day Kindergarten tuition/fees for families qualifying for the Free Lunch designation and reduced for students who qualify for reduced designation through the Federal Lunch Program. Mark the Not Applicable Box on the next page if you believe your family may qualify for either option. If the State fully funds Full Day Kindergarten for the 2019-20 school year, there will be no tuition for our Full Day Kindergarten students.*

**Tuition Payment Plan:** Please initial your selection of Tuition Payment Plan:

\_\_\_\_\_ **Plan A: Ten (10) Monthly Payments** of \$\_\_\_\_\_.

First payment is due and payable upon contract execution no later than **May 15, 2019**. This payment is **non-refundable** and holds my student's enrollment spot. The second payment is due **September 1, 2019**, and the remaining payments are due the first day of each month with the last scheduled payment due **May 1, 2020**. 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 paid in full on or before **May 15, 2019**.

**This option allows you a 5% discount.** The adjusted annual payment equals one (1) Payment of \$\_\_\_\_\_. Discounts for pre-payment are voided if the student withdraws 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 student's start date of \_\_\_\_\_, with total tuition of

\$\_\_\_\_\_. My first payment in the amount of \$\_\_\_\_\_ is due on \_\_\_\_\_. This payment is **non-refundable** and holds my student'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, 2020**. 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 student's start date and the number of months remaining for payment. ***This plan is available only to families enrolling after September 1, 2019.***

\_\_\_\_\_ **Not Applicable:** My student is enrolled in the Half Day Kindergarten Program.

\_\_\_\_\_ **May Not Be Applicable:** My student is enrolled in Full Day Kindergarten Program and I anticipate qualifying for the Free and Reduced Lunch Program through the Federal Lunch Program. I know that I will need to apply for the program through Jeffco's School Accounting Program, School Café, at [www.schoolcafe.com](http://www.schoolcafe.com) and may have to provide proof of acceptance in order to receive the waiver. Should my student not qualify for the Free and Reduced Program, I understand my first tuition payment is due no later than 2 weeks after my notification. (ex. Notification received Sept. 15, June's tuition is due Sept. 29, Sept's tuition, Oct 1 and Oct tuition Oct. 15<sup>th</sup>), Nov tuition Nov 1, and the 1<sup>st</sup> of the month thereafter.)

\_\_\_\_\_ ***Please check the box if current FHM Employee.***

***Refunds will not be granted if your student is withdrawn from school after March 1, 2020. (See the Early Withdrawal Policy).*** *There are no tuition credits for absences, including sickness, medical procedures, religious observances, vacations, disciplinary actions, or school closures, including weather-related closures. See the Early Withdrawal Policy set forth below.*

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

The Academic School Year is from the First Day of School (*or, if my student 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. Changes to the School Calendar will be posted in FHM's periodic newsletters and/or posting on the FHM's web site.

**Early Withdrawal Policy:** 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. Families may be responsible for a withdrawal fee equal to 10 percent of the student's tuition. If your student withdraws prior to the beginning of school year, the first payment made to reserve your student's position is non-refundable and will serve as the withdrawal fee. The withdrawal fee may be waived if the withdrawal is initiated by the school for lack of readiness, behavior or financial default. Discounts for annual tuition pre-payment are voided in the event of disenrollment regardless of reason. Families will receive a refund of monthly tuition minus the withdrawal fee from 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 regardless of notice and/or attendance, **and** tuition through the Last Day of School will be owed.

**Responsibility:** I agree to be responsible for any loss, damage or destruction by my student 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 student 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 student will be assessed starting at the end of the designated dismissal window until the student is picked up. 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 1<sup>st</sup> 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 located between the front door and the office. 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 5<sup>th</sup> 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 student'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. It is your responsibility to 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:** The parties identified on page one, 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 student's enrollment if I fail to comply with the financial requirements outlined in this agreement. I understand that my student's account must be paid in full and any outstanding tuition or fees accrued while enrolled at FHM will follow my student to other Jeffco Public Schools.

\_\_\_/\_\_\_ 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. I understand FHM may terminate my student's enrollment if I or my student fails to abide by these established policies, procedures, and standards of conduct (including toilet training).

\_\_\_/\_\_\_ I understand and agree to abide by the FHM Early Withdrawal Policy.

\_\_\_/\_\_\_ I understand that all complaints must be handled according to the FHM communication policy as outlined in the FHM 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 understand and agree 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 FHM.

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

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