

TUITION PAYMENT AGREEMENT & PROCEDURES
PLEASE READ CAREFULLY. THIS IS A LEGAL DOCUMENT

Tuition is charged monthly in advance on the 25th day of the previous month. All payments are processed through Tuition Express using a checking or savings account or a Visa or Master card. A late charge will be added for non-sufficient payments. Termination will result if balances remain on the computer beyond five days and if arrangements have not been made with the office beforehand.

Tuition remains the same each week and no credit is given for absence, illness, or holidays. Clients with children in the childcare program will be allowed a one-time emergency credit for absences that are more than nine consecutive days, provided that the client has submitted a request in writing (via email) with the office at the time of the absences. In the event of school closure due to a pandemic or other disaster, 50% of the paid tuition will be credited. No cash refunds will be given.

A thirty-day written notice is required upon termination or change of schedule that results in a decreased attendance. This includes new enrollment for those who have reserved a future spot in the school. Any portion of this notice not given will be charged for. Registration and supply fees are non-refundable.

Volunteer/Fund Raising Requirement: \$200.00 per school year_____ (please initial)

Green River Montessori School reserves the right to terminate without advance notice any student who presents a danger to him or herself, to others, or to property, or who is verbally abusive or non-manageable. Enrollment may also be terminated if the sponsor of the child is verbally abusive to staff or is non-compliant with school policies and procedures or if it is determined that placement in our program is not a good match.

This contract is binding for the school-term and will remain in force if enrollment continues beyond this time. The client hereby agrees to pay each billing according to the billing schedule and understands that in the event it becomes necessary for the school's attorney to commence suit to collect tuition fees, the client agrees to pay reasonable attorneys' fees and costs associated with said action, reports, depositions, process, service of process, and any other and all costs incurred by the attorneys.

THE UNDERSIGNED CLIENT THOROUGHLY HAS READ THE FOREGOING AGREEMENT AND UNDERSTANDS AND AGREES TO ALL OF ITS TERMS.

Dated this _____ day of _____ 20_____

By _____
(Signature of Person Responsible for Payment)

PRINTED NAME _____

SIGN AND RETURN A COPY TO THE OFFICE. RETAIN SECOND COPY FOR YOUR RECORDS