



## DESERT MONTESSORI SCHOOL

### TUITION CONTRACT

2021-2022 Academic Year

For: \_\_\_\_\_  
(Child's Name)

*This CONTRACT is made upon enrollment between DESERT MONTESSORI SCHOOL (DMS), a New Mexico nonprofit corporation and yourselves, as PARENTS/GUARDIANS. DMS is an exempt educational organization, which operates a Montessori program for children ages 2 to 12.*

**YOUR CHILD is enrolling at DMS and the SCHOOL wishes to agree upon the terms and conditions of the enrollment as well as the payment of tuition by the Parents on behalf of your child. The CONTRACT is based on our mutual respect for the following policies for enrollment and participation at DMS.**

- 1) **Tuition fees are based on enrollment from 8:00 – 3:00 daily.** Tuition is not prorated for any time periods when there are closures due to holidays, weather, in-service days, nor any absence due to illness or travel.
- 2) **Tuition is due in advance according to the following pay schedule.** Payments for the entire school year are due July 1st. Payments by the semester are due July 1st & December 1st. Payments made in ten monthly installments are due July 1<sup>st</sup> through April 1<sup>st</sup> (see attached tuition payment schedule).
- 3) **PARENTS paying on the monthly plan agree to give the school 10 post-dated tuition checks submitted at the time of enrollment.** Tuition is divided into 10 equal payments, payable on the 1<sup>st</sup> of the month beginning July 1<sup>st</sup>. Tuition received after the 1<sup>st</sup> of any month **must be accompanied by a \$50.00 late fee. An additional 1% fee will be incurred each day, after 14 days.** The school reserves the right to dismiss a student from the school if full tuition payment is not received by the end of any month.
- 4) PARENT has the option to pay tuition by check or credit card. If paying by credit card, **PARENT must provide DMS with a fully completed and signed "Credit Card Payment Authorization Form" as part of this agreement (see attached).** A 3% surcharge will be added to your payment.
- 5) There may be a variety of non-tuition fees incurred by a student including but not limited to: field trips, Aftercare, special classroom projects and lunch options.
- 6) Parents or guardians are unconditionally responsible for payment of tuition. DMS, like other private schools, must strictly limit the circumstances under which tuition reimbursement can be made. The reason for such a policy is the practical difficulty in filling a previously reserved place after, or shortly before the start of the school year.

Enrollment Fees are non-refundable, and required to hold a place for the next school year.

A student may be withdrawn by the parents or guardian in writing, without penalty (except forfeit of the enrollment fee) prior to August 1. If a student is withdrawn after August 1, parents or guardians financially responsible for the student are legally obligated to pay the full annual charges. The only conditions under which tuition refunds (excluding the enrollment fee) will be considered are the following:



**Desert  
Montessori  
School**

1. If the family moves more than 25 miles from the school, and more than 10 miles from the present address, 60% of the remaining prorated tuition, excluding the enrollment fee, will be returned provided 30 days written notice is given by the parents or guardian.
2. Upon written notice from a doctor that a child will be unable to attend school for the remainder of the school year for medical reasons, 80% of the remaining, pro-rated, tuition, excluding the enrollment fee, will be credited towards the following year's tuition.
3. If a student is requested to leave by the school, pro-rated tuition will be refunded in full.

**7) A re-enrollment fee of \$200.00 is due annually, in February and secures your child's enrollment for the following year. This fee is separate and does not accrue toward tuition payments. This fee is non-refundable. If you have more than one child enrolled at DMS we will waive all sibling enrollment fees, making it \$200 per family.**

8) PARENT agrees to pay \$35.00 to DMS for any returned check. If a PARENT has two or more returned checks during the school year, DMS requires the PARENT to submit a CREDIT CARD AUTHORIZATION FORM that will be used for all future tuition payments.

9) **PARENT understands and agrees that all children are initially enrolled at DMS on a six-week trial basis. If, in the discretion of the leadership of DMS, it is determined that a child and our program are not compatible, the child may be disenrolled. (Great care is taken in the interview process to alleviate the necessity for such action.) PARENT receives a prorated portion of the balance of tuition paid as detailed above.**

10) DMS reserves the right, in its sole discretion, to dismiss a student at any time where the SCHOOL determines that A) the child is not benefiting by attendance at the school, or B) the student's behavior is an impediment to the safety and well-being of the child's peers.

11) Desert Montessori School does not accept federal funds and therefore is not required to follow federal mandate.

This CONTRACT is made between DESERT MONTESSORI SCHOOL ("DMS"), a non-profit organization, and yourselves as PARENTS/GUARDIANS. Each PARENT/GUARDIAN, in signing this CONTRACT, agrees to abide to all the terms of this CONTRACT governed under the laws of the State of New Mexico and, in particular, is individually responsible for the tuition payments specified herein.

DMS: DESERT MONTESSORI SCHOOL

PARENT(S):

By: \_\_\_\_\_  
School Director

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**\*Re-Enrollment Contracts, \$200 Enrollment Fee and tuition payments (post-dated checks or credit card authorization form) must be submitted on or before March 8, 2021.**