

Mills Montessori School

1400 Hillside Blvd. South San Francisco, Ca 94080

Admission & Financial Agreement 2022-2023

Tuition Payments:

- School tuition is based on a 180-day school year, broken up into ten monthly equal installments.
- Tuition is not subject to adjustments due to illness, vacation, natural disaster or absence.
- If the entire tuition for the school year is paid in advance by May 1st, a 5% discount will be given. After May 1st a 3% discount will be honored for full tuition payment.
- Tuition is arranged in ten equal installments. A deposit amount of one payment (10% of the yearly tuition) is due at the time of the registration. Then followed by 9 payments for Sept 1st, 2022 through May 1st, 2023.
- The deposit is only refundable if you terminate enrollment between September 1st, 2022 and March 1st, 2023. **Otherwise no refunds will be issued for termination outside the above mentioned date range.**
- There is a 5% discount for siblings (second child).
- Tuition payments are due on or before the 25th of each month
- Payments received after the 2nd day of each month are subject to a 5% late fee.
- Mills Montessori reserves the right to terminate any enrollment if the tuition is not paid by the 15th of each month.
- There is a \$30 service charge for bounced checks.

Extra Expenses:

- Books, workbooks and testing fee: Pre-school II: \$250; Kindergarten & Elementary: \$400.
- Annual application processing fee: \$100.00 per child
- If your child chooses to participate in any extracurricular activity there will be an additional fee
- Hot lunches are available and optional for an additional fee.

Termination of Enrollment:

- A prior notice of 18 working days is required to terminate your child's enrollment.
- Mills Montessori reserves the right to decline enrollment of a child, or terminate any child's enrollment at any time with one-month prior notice, if such an action is deemed to be in the best interest of the child or the school environment.
- Disenrollment will follow with a full refund of the remainder of the child's tuition, including the deposit. The application fee is non-refundable.
- In the event where the school is forced to close due to but not limited to a natural disaster, force majeure, act of God or Pandemic, no refunds or credits will be issued.

Late Pick-up:

- Unless prior arrangements have been made with the school, a charge of \$10.00 per hour will be applied, starting fifteen minutes after your child's scheduled pick up time. A late pick up fee of \$1.00 per minute will be charged after 6:00pm.

Holidays:

- The school is closed for all National holidays, including winter and spring breaks. However, daycare will be available, requiring 10 students minimum, for an additional charge (for specific dates please refer to the school calendar).

By signing below, you are acknowledging and agreeing to the above stated contract between you and Mills Montessori School.

Parent/Guardian

Date