

Children of Integrity Montessori Academy

Registration Policy Extended Day – Level 7

PAYMENT RESPONSIBILITIES:

We understand that sending a child to an independent school represents a significant financial investment for the average family. At the same time, independent schools have numerous expenses of an ongoing nature that must be met, such as maintenance, salaries and supplies.

Please keep in mind that enrolment in the school is for the entire academic year. To keep tuition as reasonable as possible we have to operate on a carefully prepared budget. Children of Integrity's tuition is calculated as one student's share of the year's operating expenses; therefore, it is essential that our annual income from tuition be assured.

REFUND/WITHDRAWAL POLICY:

Please understand that we cannot refund any portion of the tuition amount or school fees if a student withdraws after August 1 for the upcoming school year and anytime before the school year is completed. The fact that tuition and fees are payable in two or more installments does not constitute a fractional agreement.

If you choose to withdraw your child from Children of Integrity before July 31 for the upcoming school year, written notice is required. Any prepaid school fees (Parent Empowerment Program and Supply fee) and tuition amount will be refunded. The New Student fee and the Placement deposit are non-refundable as these were paid to reserve your child's spot at our school.

Withdrawal	Refund
Before July 31	Parent Empowerment Program fee Supply fee Prepaid tuition (July's tuition withdrawal)
After August 1	We are unable to refund any portion of the tuition amount or school fees.

LATE ENROLLMENTS:

Late registration and enrollment for the current school year after September 1 will require a lump sum tuition payment plus the current month that the child will start school. Enrollment for the current year after January 1 will require registration for the next school year as well.

Enrollment	Tuition Due
September	2 months tuition plus September tuition
October	3 months tuition plus October tuition
November	4 months tuition plus November tuition
December	5 months tuition plus December tuition
January - June	Tuition must be paid in full for the balance of the school year along with the registration fees for the upcoming school year.

LATE PAYMENT OF FEES:

N.S.F. charges will be subject to an escalating fee structure. Payments unable to be processed by the bank due to insufficient funds will be subject to a \$25.00 administration fee for the first occurrence which will increase to \$50.00 for the second occurrence and \$100.00 for the third occurrence. Payment privileges will be revoked if there is a third offence, and the balance in full will be required for the remainder of the school year. This will be reviewed annually.



REGISTRATION POLICY CONTRACT

Please sign this page and return to the school along with your completed registration documents and fees. If you do not understand any part of this contract please speak with Lisa Milad, Administrator or Anita Anand, Principal.

I have read Children of Integrity Montessori Academy's registration policy in full. I understand and agree to adhere to the policies regarding late payment of fees, early withdrawal and all other items outlined in the contract.

Parent print name: _____

Parent Signature: _____

Student Name: _____ Date: _____