

Children of Integrity Montessori Academy

Registration Policy Preschool

REFUND/WITHDRAWAL POLICY:

If at any time you choose to withdraw your child from Children of Integrity, a one month's written notice is required. If notice is received after the 1st of the month, the family will be required to pay for the current month plus one month's tuition.

The New Student fee and Parent Empowerment Program fee are non-refundable. A portion of the Supply fee may be refunded if adequate written notice is received by Children of Integrity Montessori one full month prior to your child's withdrawal.

LATE ENROLLMENTS:

Late registration and enrollment for the current school year after January 1 will require registration for the next school year as well.

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: _____