

# Sterling Montessori Academy

202 Treybrooke Drive, Morrisville, NC 27560

Phone: 919-462-8889 Fax: 919-462-8890 Email: [admissions@sterlingmontessori.org](mailto:admissions@sterlingmontessori.org)

## Preschool Enrollment Contract 2010-2011

Student: \_\_\_\_\_ Gender: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent(s)/Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please check one: *3 year old program:* \_\_\_\_\_ *4 year old program:* \_\_\_\_\_

Academy Program	Hours	Annual Tuition
Academic Day	8:30 am - 3:30 pm	7900
Academic Day / Before Care	7:00 am - 3:30 pm	8900
Academic Day / After Care	8:30 am - 6:00 pm	9600
Full Day	7:00 am - 6:00 pm	10600

**1. Enrollment:** I understand that the total tuition is for the Academic School Year. Due to our Phase-In Procedure, your child will begin school within the first six days of the 2010-11 school year beginning August 23. The tuition does not include Teacher Workdays, Professional Days and Conference Days. It also excludes vacation days, holidays, Fall Break and Spring Break. The payments, as provided on the attached payment schedule, are due and payable the 1<sup>st</sup> of each month. Tuition not paid in full by the 8<sup>th</sup> of the month will be assessed a \$25 late fee. I agree to pay the entire years tuition in the amount specified on the attached payment schedule regardless of the number of days that my child actually attends school.

**2. Tuition:** A non-refundable/non-transferable Tuition Deposit must accompany this contract to secure placement for the student for the academic year. The deposit will be applied directly toward your annual tuition.

**3. New Family Fee:** A one-time registration fee of \$200.00 per family is due upon enrollment. The New Enrollment fee is non-refundable/non-transferable upon withdrawal.

**4. Academy Option Out Plan:** The Academy Option Out Plan is a plan that provides parents the protection from financial loss due to the unanticipated withdrawal of their student. The cost of the plan is an annual fee of \$175.00 due upon contract signing. If the student should withdraw during the 2010-2011 academic school year, a written notice must be presented to the school 30 days in advance, along with all tuition due during this 30 day period. This fee is non/refundable/non-transferable.

**5. Early Withdrawal:** If the student should withdraw for any reason before the start of the 2010-2011 academic year, a written withdrawal notification is required 30 days prior to withdrawal. Parents will be entitled to a refund of any annual academy tuition payments already made. The Academy Tuition Deposit, New Enrollment Fee and Opt Out Fee are non-refundable/non-transferable.

***If a student withdraws for any reason after the start of the 2010-2011 academic year, the parent is obligated to pay the full Annual Tuition as contracted, unless the option Out Fee has been paid.***

**6. Withdrawing from Before and Aftercare:** Withdrawal must be done with a 30 days written notice. All tuition is due during those 30 days. If terminating your Before and/or Aftercare contract, **parents must sign a new contract and re-enrollment will be based on space availability.**

**7. Tuition payments can be automatically withdrawn from your bank account. Please complete the attached form and return to Kelly Lockheed, Director of Admissions.**

<b>Payment Plan Options</b>				
<b>Monthly Payment Schedule</b>	<b>Academic Day</b>	<b>Academic/ Before Care</b>	<b>Academic/ After Care</b>	<b>Full Day</b>
Deposit - due at contract signing	790	890	960	1,060
Payment #1 due September 1, 2010	790	890	960	1,060
Payment #2 due October 1, 2010	790	890	960	1,060
Payment #3 due November 1, 2010	790	890	960	1,060
Payment #4 due December 1, 2010	790	890	960	1,060
Payment #5 due January 1, 2011	790	890	960	1,060
Payment #6 due February 1, 2011	790	890	960	1,060
Payment #7 due March 1, 2011	790	890	960	1,060
Payment #8 due April 1, 2011	790	890	960	1,060
Payment #9 due May 1, 2011	790	890	960	1,060
<b>One Payment Plan</b>				
Deposit - due at contract signing	790	890	960	1,060
1 payment due September 1, 2010	6873	7743	8352	9222
<b>Two Payment Plan</b>				
Deposit - due at contract signing	790	890	960	1,060
1st payment due September 1, 2010	3476	3916	4224	4664
2nd payment due January 1, 2011	3476	3916	4224	4664
<b>Selected Academy Program (circle)</b>	Academic Day	Academic/ Before Care	Academic/ After Care	Full Day
<b>Selected Plan Payment (circle)</b>	Monthly	1 Payment	2 Payment	

**By signing below, I agree to the terms and conditions of this Enrollment Contract:**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly Lockheed  
Admissions Director

\_\_\_\_\_  
Bill Zajic  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

<b>Contract Payment</b>		<b>Amount</b>
Application Fee	50	N/A
New Family Fee	200	
Academy Option Out Plan	175	
Non Refundable Deposit		
<b>Total Payment Due on Contract Signing</b>		

\_\_\_\_\_  
Amt Received

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Check #

\_\_\_\_\_  
Credit Card

\_\_\_\_\_  
Received by