

Sterling Montessori Academy

202 Treybrooke Drive, Morrisville, NC 27560

Phone: 919-462-8889 Fax: 919-462-8890 Email: admissions@sterlingmontessori.org

Preschool Enrollment Contract 2011-2012

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	8140
Academic Day / Before Care	7:00 am - 3:30 pm	9170
Academic Day / After Care	8:30 am - 6:00 pm	9890
Full Day	7:00 am - 6:00 pm	10920

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 2011-2012 school year. 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 1st of each month. Tuition not paid in full by the 8th 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 2011-2012 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 30 days or more before the start of the 2011-2012 academic year, a written withdrawal notification is required no later than 30 days prior to withdrawal or the start of the 2011-2012 academic year. 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 2011-2012 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 you have terminated 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.

Payment Plan Options				
Monthly Payment Schedule	Academic Day	Academic/ Before Care	Academic/ After Care	Full Day
Deposit - due at contract signing	814	917	989	1,092
Payment #1 due September 1, 2011	814	917	989	1,092
Payment #2 due October 1, 2011	814	917	989	1,092
Payment #3 due November 1, 2011	814	917	989	1,092
Payment #4 due December 1, 2011	814	917	989	1,092
Payment #5 due January 1, 2011	814	917	989	1,092
Payment #6 due February 1, 2011	814	917	989	1,092
Payment #7 due March 1, 2011	814	917	989	1,092
Payment #8 due April 1, 2011	814	917	989	1,092
Payment #9 due May 1, 2011	814	917	989	1,092
One Payment Plan				
Deposit - due at contract signing	814	917	989	1,092
1 payment due September 1, 2011	7106	8005	8634	9533
Two Payment Plan				
Deposit - due at contract signing	814	917	989	1,092
1st payment due September 1, 2011	3590	4044	4361	4816
2nd payment due January 1, 2011	3590	4044	4361	4816
Selected Academy Program (circle)				
	Academic Day	Academic/ Before Care	Academic/ After Care	Full Day
Selected Plan Payment (circle)				
	Monthly	1 Payment	2 Payments	

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

Contract Payment		Amount
New Family Fee	200	
Academy Option Out Plan	175	
Non Refundable Deposit		
Total Payment Due on Contract Signing		

 Amt Received

 Date Received

 Check #

 Credit Card

 Received by