



MSP FINANCIAL POLICIES

The Montessori School of Pensacola admits qualified students of any race, color, creed, national, or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

PAYMENTS:

Tuition is due on the 1st day of the month and is late if received after the 5th of the month. The School may provide an invoice of amounts due before the end of the month. However, it is the obligation of the parent or guardian to make timely tuition payments, whether or not the school provides an invoice. Any tuition payments 5 days or more past due will be subject to a late payment charge of \$30.00 for each month the payment remains delinquent. Each **returned check** will be charged a \$30.00 fee.

If full payment, including late charge, is not received by month's end, parent(s) or legal guardian(s) will be advised that their child may not return to school until the outstanding balance is received. Registration will be cancelled if tuition payments are not made in accordance with the payment schedule selected. Grades and transcripts will not be released until financial obligations are paid in full.

Payments start in May for the upcoming school year. Twelve monthly payments are due (May through April) unless an annual, semi-annual, or quarterly payment plan is selected.

Discounts listed are valid when parties meet eligible criteria and may be changed or eliminated if the conditions vary.

If payments are more than 5 days past the due date, **annual, semi-annual, and quarterly payments** will change to a monthly payment plan and the payment plan discount will be lost.

If legal action is required to enforce this agreement, you agree to pay all costs and attorney's fees associated with such collection. Venue and jurisdiction shall be in the Circuit Court for Escambia County, Florida, and the terms and conditions of this Agreement shall be controlled by Florida law.

If a third-party makes tuition payments to the school on your behalf, it is your obligation to inform the third-party payer of the terms of the agreement and the contract termination policy (as listed on the following page) as a precondition of accepting payments directly from the third-party payer.

Refunds: The school will not refund money for days missed or sessions shorter than the assigned time. The school's duties and obligations under this contract may be suspended indefinitely without notice during all periods in which MSP is closed due to any force majeure events, including, but not limited to, any hurricane, earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the school's control. MSP has developed a plan to deliver Distance Learning as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the School's duties and obligations in this contract may be postponed for a period of time until the school can deliver distance learning or until such time as the school, in its sole discretion may safely reopen. In the event the school is closed for a period of time or must deliver curriculum remotely due to an event under this clause, the parent agrees the school is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to MSP.

Schedule Changes: Parents are allowed to make two schedule changes per year without charge. There will be a \$30.00 processing fee for each additional schedule change during the school year.



CONTRACT TERMINATION:

The school reserves the right to terminate this contract if we deem that we are unable to meet the needs of the student or family due to a serious breach of conduct or school policy by the student or student's family, on or off campus, that materially disrupts the orderly conduct or administration of the school.

Your financial commitment to the school is not a partial or fractional agreement. It is a commitment in which you agree to pay the full tuition for the term of attendance selected whether or not your child is able to attend the entire term. Once you sign and return your contract and pay the application fee and registration fee, **which are non-refundable and non-transferable**, the school saves a space for your child. The school must have a guaranteed income to meet the obligations it makes for you and your child.

****Please note: MSP has the following policies that differ for students enrolled in Early Childhood classes (Entry, Preschool) and those enrolled in Kindergarten and higher. If you have any questions regarding these policies, please contact businessoffice@montessoripensacola.com.**

EARLY CHILDHOOD WITHDRAWAL POLICY:

The only exception to your obligation for payment of full tuition is when the child is withdrawn before the end of the selected term and you give the school **WRITTEN NOTICE** of withdrawal **via the withdrawal link on the school's webpage**. If written notice is received on or after June 1st, the school will be entitled to be paid tuition or retain pre-paid tuition in an amount corresponding to 60 days of tuition from the date of receipt of the **WRITTEN NOTICE** of withdrawal. Tuition will be based on a daily rate with no discounts or financial aid applied. Refunds will be mailed to the billing address on file at the Business Office. There will be no refund for withdrawals after **February 1st** of the current school year regardless of notification date.

KINDERGARTEN, ELEMENTARY, MIDDLE SCHOOL CONTRACT TERMINATION POLICY:

Your financial commitment to the school is an annual commitment in which you agree to pay the **FULL TUITION** whether or not your child is able to attend the entire year. These commitments cannot be undone if he/she does not attend or withdraws during the school year. Once you sign and return your contract and pay the application fee and registration fee, the school saves a space for your child. Therefore, the school cannot afford to forgo payment of full tuition except as follows: if the school is notified **IN WRITING, via the withdrawal link on the school's webpage** before **June 1st**, this agreement may be cancelled without penalty (except for forfeiture of the application and registration fees).

Continuous Enrollment Policy

The "Continuous Enrollment" model is streamlined to offer more convenience, simplify the enrollment process, guarantee placement for your child, and decrease added paperwork and deadlines. There will be no re-enrollment contract to sign next year (for the 2022-23 school year). Should you choose to opt-out, you complete an opt-out form at that time.