



## Application and Financial Agreement

**Application for Enrollment**

**Today's Date:** \_\_\_\_\_

How did you hear about our campus?			
Child's Name		M / F (Circle)	Age                  DOB /   /
Home Address		Home Phone	
City / State		Zip	
Parent 1/Guardian		Parent 2/Guardian	
Cell # / Service Provider		Cell # / Service Provider	
Email		Email	
Employer		Employer	
Employer Phone		Employer Phone	
When was your tour of the campus?			
Which of our additional programs are you interested in?			

<b>Program requested</b>			
<b>Program</b>	<b>Indicate choice here</b>	<b>Program</b>	<b>Indicate choice here</b>
Toddler – 3 Half Day 12 mo.		Toddler – 5 Half Day 12 mo.	
Toddler – 3 Full Day 12 mo.		Toddler – 5 Full Day 12 mo.	
Pre-Primary – 3 Half Day 12 mo.		Pre-Primary – 5 Half Day 12 mo.	
Pre-Primary – 3 Full Day 12 mo.		Pre-Primary – 5 Full Day 12 mo.	
Primary – Half Day 10 mo.		VPK Only	
Primary – School Day 10 mo.		Primary – Full Day 10 mo.	
Elementary – School Day 10 mo.		Elementary – Full Day 10 mo.	
NMS – School Day 10 mo.			

**Has your child attended a Montessori program before? Yes / No (circle) which school?** \_\_\_\_\_ **How long?** \_\_\_\_\_

**Procedure for enrollment**

- Return the completed Application and Financial Agreement form with the application fee. The fee is non-refundable once your child is accepted
- Schedule a student visit for placement
- Provide copies of prior school records, IEP (if applicable) and State required medical and immunization records
- Return all child enrollment forms and initial tuition payment prior to start date
- Documentation from any outside funding agencies must be submitted with application
- The school will confirm your child's enrollment and start date



Desired Start Date: \_\_\_\_\_

### Financial Agreement

Annual Fees are as follows	
Application Fee	\$200
Toddler & Pre-Primary Activity Materials Fee	\$85
Primary Activity Materials Fee	\$200
Elementary Activity Materials Fee	\$250
MS Activity Materials Fee	\$300

Your child’s Application fee for this school year will be \$ \_\_\_\_\_

Your child’s Activity Materials Fee for this school year will be \$ \_\_\_\_\_

**Submit Fees on or before the following dates**

- Application Fee due at time of enrollment
- Activity Materials Fee are due at time of enrollment
- First month’s tuition due at time of enrollment

Program Tuition Rates			
Program	Annual Tuition	Program	Annual Tuition
Toddler & Pre-Primary – 3 Half Day 12 mo.	\$6,120	Toddler & Pre-Primary – 5 Half Day 12 mo.	\$10,200
Toddler & Pre-Primary – 3 Full Day 12 mo.	\$7,920	Toddler & Pre-Primary – 5 Full Day 12 mo.	\$13,200
Primary – Half Day 10 mo.	\$8,500	VPK Only	
Primary – School Day 10 mo.	\$12,000	Primary – Full Day 10 mo.	\$13,500
Elementary – School Day 10 mo.	\$13,000	Elementary – Full Day 10 mo.	\$14,500
NMS – School Day 10 mo.	\$13,000		

Your child’s annual tuition will be \$ \_\_\_\_\_

**Payment options (choose one)**

- One annual payment of \$ \_\_\_\_\_ (due on or before August 1<sup>st</sup>)
- Three equal payments of \$ \_\_\_\_\_ (due on or before the 1<sup>st</sup> of August, November, and February)
- Ten equal payments of \$ \_\_\_\_\_ (due on or before the 1<sup>st</sup> of each month, August through May)  
(for 10 month programs)
- Twelve equal payments of \$ \_\_\_\_\_ (due on or before the 1<sup>st</sup> of each month, August through July)  
(for 12 month programs)



## Enrollment Contract

PHMA agrees to enroll \_\_\_\_\_ for the 2016-2017 school year and to provide the program, educational and other services as prescribed for that grade.

In consideration of the acceptance of the Enrollment contract by the school the undersigned agrees to pay all required fees as specified in the Financial Agreement.

I understand that my obligation to pay the fees for the full academic year is unconditional and that after August 1 no portion of fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the school by the above student.

I understand that in signing this Enrollment Contract for the coming academic year, I am agreeing to accept the rules and regulations of the School as stated in the current Parent Handbook including the rule concerning payment of fees as referred to above.

Enrollment, as specified within this Enrollment Contract, may be canceled by the parents or guardians in writing, without penalty (with the exception of the non-refundable fees) prior to August 1. In the event that the child is withdrawn after the school year has begun, any down payment and fees are nonrefundable. If the child is withdrawn for nonqualified reasons, the parents or guardians are financially responsible to pay the remaining annual tuition charges.

I understand the school shall have the right to legal action for the collection of school fees and tuition and that I will be held responsible for all costs of collection, including court costs and attorney fees.

### Signature of Parents or Guardians financially responsible for Student:

1. Print Name \_\_\_\_\_ Sign Name \_\_\_\_\_

Address \_\_\_\_\_

2. Print Name \_\_\_\_\_ Sign Name \_\_\_\_\_

Address \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_