



Enrollment Contract

PHMA agrees to enroll _____ for the 2017- 2018 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 In the event that the child is withdrawn after the school year has begun, the down payment and fees are nonrefundable. If the child is withdrawn for nonqualified reasons, the parents or guardians are financially responsible to pay the remaining annual tuition charges.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 _____

Head of School: _____

Date: _____

Print Name: _____

Date: _____



2017-18 Application and Financial Agreement

Application for Enrollment

Today's Date: _____

Child's Name		M / F (Circle)	Age	DOB / /
Home Address		Home Phone		
City / State		Zip		
Parent 1/Guardian		Parent 2/Guardian		
Cell #		Cell #		
Email		Email		
Employer		Employer		
Employer Phone		Employer Phone		

Program requested			
Program	Indicate choice here	Program	Indicate choice here
Toddler – 3 Half (9-12)		Primary – Half Day 10 mo. (9-12)	
Toddler – 3 School (9-3)		Primary – School Day (9-3)	
Toddler – 3 Full (7:30 – 5:30)		Primary – Spanish Immersion (9-3)	
Toddler – 5 Half (9-12)		Extended Care (7:30 – 5:30)	
Toddler – 5 School (9-3)			
Toddler – 5 Full (7:30 – 5:30)			
Pre-Primary – 3 Half (9-12)		Elementary – School Day (8:20 – 3:40)	
Pre-Primary – 3 School (9-3)		Extended Care (7:30 – 5:30)	
Pre-Primary – 3 Full (7:30 – 5:30)			
Pre-Primary – 5 Half (9-12)		SLA School Day (8:20 – 3:40)	
Pre-Primary – 5 School (9-3)			
Pre-Primary – 5 Full (7:30 – 5:30)			

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/registration 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 and documentation from any outside funding agency.
- Return all child enrollment forms and initial tuition payment prior to start date.
- The school will confirm your child's enrollment, orientation and start dates.

Desired Start Date: _____



Financial Agreement

Annual Fees are as follows	
Application Fee (new families only)	\$200
Registration Fee (continuing families only)	\$100
Toddler & Pre-Primary Activity Materials Fee	\$85
Primary Activity Materials Fee	\$200
Elementary Activity Materials Fee	\$250
NMS Activity Materials Fee	\$300

Your child's Application/Registration 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

- Registration/Application Fee due at time of enrollment
- Activity Materials Fees are due on or before June 1st
- First month's tuition due at time of enrollment

Tuition Worksheet			
Program	Annual	Program	Annual
Toddler & Pre-Primary – 3 Half	\$6,300	Primary – Half Day 10 mo.	\$8,750
Toddler & Pre-Primary – 3 School	\$7,920	Primary – School Day	\$12,000
Toddler & Pre-Primary – 3 Full	\$8,400	Primary – With Extended Care	\$13,500
		Primary – Spanish Immersion	\$12,500
		Primary – Spanish Immersion Full	\$14,000
Toddler & Pre-Primary – 5 Half	\$10,500	Elementary – School Day	\$13,000
Toddler & Pre-Primary – 5 School	\$12,000	Elementary – With Extended Care	\$14,500
Toddler & Pre-Primary – 5 Full	\$13,800	Elementary – Spanish Immersion	\$13,500
		Elementary – Spanish Immersion Full – with Extended Care	\$15,000
		SLA School Day	\$13,000

Your child's tuition will be \$ _____

Payment options (choose one)

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