

\_\_\_ PP \_\_\_ Extended Day \_\_\_ Elementary \_\_\_ MS Trip \_\_\_ Grad \_\_\_ Annual \_\_\_ Bi-Annual \_\_\_ Monthly  
Office Use Only

Family Name: \_\_\_\_\_

**RUFFING MONTESSORI SCHOOL**  
**2018-2019 RESERVATION AGREEMENT AND ENROLLMENT CONTRACT**

To reserve a place for your child for the 2018-2019 academic year, the student's parent or guardian must sign and return this Reservation Agreement to Ruffing Montessori School (RMS) along with the non-refundable Advance Tuition Deposit in the amount of \$500.00 per student, by February 15, 2018 for continuing students and within ten (10) days of acceptance for new students. The Advance Tuition Deposit will be credited to tuition and fees due for the 2018-2019 school year and is **non-refundable**. Please notify the school in writing if your child(ren) is not returning to RMS for the 2018-2019 school year.

Name                                      Grade in Fall                                      Name                                      Grade in Fall

Credit cards will be accepted as payment under the "One Payment" or "Two Payment" Plan. If a parent chooses to pay by cash or check, a \$250.00 tuition credit will be issued. Refer to the RMS Financial Policy on page 2 for details.

**TUITION PAYMENT PLANS**

**(please check one)**

**One Payment** Tuition and fees will be paid in full by July 15, 2018. If paid by cash or check, the student receives a \$250.00 discount. **Cash or Check**                      **Credit Card**

**Two Payments** Tuition and fees will be paid in two equal installments. Fifty percent (50%) is due July 15, 2018 and the remaining fifty percent (50%) is due December 15, 2018. **A late fee of \$40.00 per month will be assessed on payments received more than 5 days late.** If paid by cash or check, the student receives a \$250.00 discount. **Cash or Check**                      **Credit Card**

**Monthly Payments** Tuition and fees will be paid in **ten (10) equal** installments beginning July 15, 2018 and ending April 15, 2019. All new participants must enroll with Facts, a tuition management company. The \$250.00 discount does not apply to the participants in this plan. **A late fee of \$40.00 per month will be assessed by Facts on payments received more than 5 days late.**

In consideration of the acceptance of this Reservation Agreement and Enrollment Contract by RMS, the undersigned agrees to pay the required tuition and fees in accordance with the terms set forth in the Ruffing Montessori School Financial Policy listed on the reverse of this sheet.

The undersigned agrees that no refund or cancellation of tuition will be made by RMS for absence, withdrawal or dismissal before the end of the school year and agrees to assume full responsibility for the full annual tuition and fees. This Reservation and Enrollment Agreement is valid for one year only and is not binding until signed and returned by the parent or guardian. This Agreement is conditioned upon payment in full of the current year's tuition, the child(ren) finishing the current school year in good standing and the parents maintaining a continuous, harmonious relationship with the staff and fellow parents of RMS.

If these conditions are not met, RMS shall have the right to refuse to admit the child(ren) to class, to deny admission to the child(ren), or to remove the child(ren) from the school's roster. In that instance, the undersigned agrees that both the arrears and any and all tuition and fees remaining due from the family for the full school year shall become immediately due and payable.

Dated this 15th day of January, 2018.



Lori Coticchia, Administrator

Parent (or Guardian)

## RUFFING MONTESSORI SCHOOL FINANCIAL POLICY

**Enrollment:** The re-enrollment date for students currently at RMS and intending to return in the fall is February 15. A completed Reservation Agreement, along with the necessary non-refundable deposits, must be forwarded to RMS by February 15 of this year in order to secure a spot for your child(ren) in the upcoming year. If the form and deposit are not received by the due date, a spot is not guaranteed for your child(ren). The tuition deposit is credited against the total tuition due and is non-refundable.

**Tuition:** Tuition amounts for the 2018-2019 school year are as follows:

	<u>2018-2019</u>	<u>After \$250 Credit for Cash/Check</u>
<b>Primary Tuition</b>	\$7,000	<b>\$6,750</b>
<b>Extended Day Fee</b>	\$1,775	<b>\$1775</b>
<b>\$9,500</b>	\$9,500	<b>\$9,250</b>
<b>Middle School Trip Fee</b>	\$900	<b>\$900</b>

**RMS offers three payment plans:**

1. **One Payment:** Tuition and fees may be paid in full by July 15.
2. **Two Payments:** Tuition and fees may be paid in two equal installments. Fifty percent (50%) is due July 15 and the remaining fifty percent (50%) is due December 15. ***A late fee of \$40.00 per month will be assessed on payments made more than 5 days late.***
3. **Monthly Payments:** Tuition and fees may be paid in ten (10) equal installments beginning July 15 and ending April 15. ***A late fee of \$40.00 per month will be assessed on payments received more than 5 days late.***

**Credit Cards:** Credit cards will be accepted as payment under the "One Payment" or "Two Payment" Plan. If a parent chooses to pay under the One Payment or Two Payment Plan by cash or check, **a \$250.00 per student tuition credit** will be issued and his/her invoice will be adjusted accordingly. For the tuition credit to apply, all payments under the chosen plan must be paid with cash or check. The \$250.00 discount does not apply to the Monthly Payment Plan.

**Past Due Tuition:** In order to run a successful and financially sound school, it is imperative that RMS receive tuition and fee payments from its families as they become due. As an accommodation to its families, RMS permits a grace period of up to five (5) calendar days after the stated due date for the family to pay tuition and fees.

If payment of tuition is not made by a family according to one of the above listed payment plans or if the parents do not maintain a harmonious relationship with the school, RMS has the right to refuse to admit that child(ren) to class, to deny admission to that child(ren), or to permanently remove the child(ren) from the school's roster. If a family is in arrears, RMS has the right to declare immediately due and payable both the arrears and any and all tuition and fees remaining due from the family for the full school year. RMS shall have the right to withhold the child(ren)'s records until all such tuition and fees are paid.

RMS understands that special circumstances may occasionally arise and requests that such circumstances be brought to the attention of the administration.