



Enrollment

I/We agree to enroll my/our child, _____, in the Ithaca Montessori School (IMS) for the school year 2011-2012 in the following program(s):

Toddler Program:

- 2 Days (Tue,Thu) (8:30am – 12:30pm) (8:30am – 3:30pm) (8:30am – 4:30pm) (8:30am – 5:30pm)
- 3 Days (Mon,Wed,Fri) (8:30am – 12:30pm) (8:30am – 3:30pm) (8:30am – 4:30pm) (8:30am – 5:30pm)
- 5 Days (8:30am – 12:30pm) (8:30am – 3:30pm) (8:30am – 4:30pm) (8:30am – 5:30pm)

Primary Program (5 days):

- (8:30am – 12:30pm) (8:30am – 3:30pm) (8:30am – 4:30pm) (8:30am – 5:30pm)

Enrollment Fee

I/We enclose a non-refundable enrollment fee of \$150 with this agreement. The enrollment fee covers the administrative cost associated with the enrollment process. It is non-refundable and is not credited against any tuition. If you are re-enrolling prior to July 1, 2011, no enrollment fee is due.

Tuition Deposit

I/We enclose a non-refundable payment of 10% of the annual tuition amount with this contract as a deposit on the terms of this contract. This tuition deposit will be applied to your tuition payment(s) as described below in the Tuition Payment section.

Tuition Payment

IMS offers the following tuition payment options. Please choose one:

- One Payment – payable on or before 09/01/11. Annual tuition is reduced by 3%. The non-refundable tuition deposit will be deducted from annual tuition amount. If you are enrolling after 9/1/11, the One Payment discount is not available.
 - Ten Monthly Installments - Payable on or before the first of each month, beginning 08/01/11 through 04/01/12. The non-refundable tuition deposit will be applied against the June 2012 tuition payment.
- Parents or guardians assume unconditional responsibility for tuition payments. The undersigned understand(s) and agree(s) that this is a legally binding contract for the annual tuition for said child unless IMS requests the child to withdraw.
 - The only exception to the above term is withdrawal as a result of a life-changing event such as loss of employment, death in the family, or relocation. Should withdrawal occur under these circumstances, the undersigned will be responsible for a minimum of three (3) months tuition obligation from the date of withdrawal. All other withdrawals will be invoiced for the full amount of the contract at the time of withdrawal.
 - Failure to make an installment payment within 30 days of its due date gives IMS the right to declare the entire unpaid balance of the annual tuition immediately due and payable.
 - Should enrollment occur after start of school in September, tuition obligation will be pro rated based upon student’s start date.
 - IMS reserves the right to cancel a student’s enrollment if payments are not made by the tuition due dates.
 - Payments made more than 10 days after the due date are subject to a late charge of \$35 per month to cover added administrative costs. Acceptance by IMS on one occasion of a late payment without assessing a late charge shall not be a waiver of its rights with respect to any other late payments and resulting late charges.
 - In the event that IMS incurs expenses in connection with the enforcement of this contract and/or collection of monies owed under this contract, the undersigned will be responsible for reimbursing IMS for such expenses incurred, including attorney’s fees and costs.



Ithaca Montessori School

ENROLLMENT CONTRACT 2011-2012

Parent Hours

I/We agree/understand that each family has a commitment of 20 volunteer hours per academic year. Each parent volunteer hour is valued at \$20 per hour.

- 5-day per week enrollment: 20 hours per school year
- 3-day per week enrollment: 12 hours per school year
- 2-day per week enrollment: 8 hours per school year

Additional Charges

I/We understand that there may be additional costs payable on behalf of my/our child in connection with field trips and other special activities provided as part of the school curriculum.

Signature of Person(s) Responsible for Tuition:

Printed Name

Printed Name

Date

Date

ITHACA MONTESSORI SCHOOL ADMINISTRATION ONLY:			
<input type="radio"/>	Enrollment Fee	\$150	Check # _____
<input type="radio"/>	Tuition Deposit 10%	\$ _____	Check # _____
<input type="radio"/>	Completed Enrollment Application		Date Rcvd _____