

CHARLEVOIX CHILDREN'S HOUSE, INC.

2017/2018 Montessori School Year TUITION AGREEMENT CONTRACT for 5-Day Program

This is to confirm my intention to enroll (child's name) _____ (D.O.B.) _____
in the selected program for the 2017/2018 Montessori school year at Charlevoix Children's House, Inc.
(Each child requires a separate contract.)

PLEASE CHECK THE PRIMARY MONTESSORI PROGRAM DESIRED:

Five Mornings: (7:30-11:30)	\$364.10/monthly	\$ 3641.00/ annual
Five School Days: (7:30 - 3:00)	\$567.60/monthly	\$ 5676.00/ annual

PLEASE CHECK LUNCH HOUR CARE OR EXTENDED CHILDCARE CONTRACT DESIRED:

Lunch Hour Care pick-up time at 12:45 p.m.	\$82.40/monthly	\$824.00/annual
Daily pick-up time up to 4:30 p.m.	\$82.40/monthly	\$824.00/annual
Daily pick-up time up to 5:30 p.m.	\$154.20/monthly	\$1542.00/annual

PLEASE INDICATE THE PAYMENT PLAN DESIRED:

FULL-PAYMENT PLAN: One Single Payment due 9/1/2017. (5% discount allowed, if paying by
TEN-MONTHLY PAYMENTS: First Payment Due 9/1/17, the balance is due in 9 monthly payments, on the 1st of each month ending 6/1/18.

The Montessori method requires the teacher to give extensive time to the preparation of the learning environment before, during and after the classroom schedule. It is the many hours of preparation that enables us to continue to present a quality program. CCH will strive to provide each child's absorbent mind the opportunity to build themselves to their fullest potential.

TERMS:

1. In accepting this Agreement, the undersigned accepts the responsibility for tuition for the full school year. The annual tuition is not subject to adjustments for temporary absences, including those caused by accident or illness of the student.
2. The First-time Family Enrollment Deposit of \$200.00, due with Enrollment Application, will hold a classroom position for a contracted school year. Deposit may be requested upon completion of the last family member to attend CCH, providing the account is in good standing. The enrollment deposit will be forfeited if the student is withdrawn prior to the completion of the contracted school year. Enrollment Deposit and Tuition Agreement Contract for fall enrollment is due by May 1st.
3. All accounts must be paid in full each month. Invoices for Hourly Childcare are billed monthly, due upon receipt. Tuition payments will be recorded and a statement of account will be mailed monthly.
4. When accepting the Ten Monthly Tuition Payment Plan, payments are due on the 1st of every month beginning September 1, 2017, and ending June 1, 2018. When an account becomes 30 days past due, it will be charged a 5% penalty on the past due amount, calculated monthly. When an account becomes 60 days past due, the child will be temporarily suspended from attending school until the account is brought current.

Please direct any inquiries to:
Dianne Dreyer, Administrator

Charlevoix Children's House, Inc.
08700 Mercer Blvd., Charlevoix, MI 49720

CCH #/leave message
(231) 547-5599

CHARLEVOIX CHILDREN'S HOUSE, INC.

TUITION AGREEMENT CONTRACT

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TERMS (continued):

- Any past accounts are to be paid in full prior to admission and the start of a new school year. The charge for a NSF returned check is \$30.00.
5. The time allowance for pick-up with grace is 15 minutes for morning (11:45) and school day (3:15) programs. Pick-up after grace period allowance and contracted childcare will be calculated at the hourly childcare rate at \$5.00/hr commencing at the end of contracted program schedule.
 6. The charge for pick-up after 5:30 p.m. will be \$20.00 for every 15 minute increment.
 7. As a non-profit organization operating completely upon tuition, fund-raisers and donations, I understand that each family is required to volunteer a minimum 10 hours of service per child during the calendar year.
 8. I understand that I have the privilege of canceling this contract provided that I give written notice to the school 30 days prior to the withdrawal date. The Administrator will determine fees owed and/or tuition refunds due.
 9. In cases of failure to pay, the parent or guardian who is responsible for payment agrees to pay, to the extent permitted by law, the school's expenses of enforcement and collection for any outstanding amounts due under this contract, including attorneys' fees and costs.
 10. Charlevoix Children's House, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

I agree to be bound by the terms of this contract.

	Name: _____
	Address: _____

Signature of Parent or Guardian	Date
	Phone: _____

If another person will be financially responsible, please indicate:

I agree to be bound by the terms of this contract.

	Name: _____
	Address: _____

Signature of person financially responsible	Date
	Phone: _____

Retain a copy for your records
Check, Visa and Master Card accepted.
_____ **I would like info to charge my card monthly.**
For additional information, call:
(231) 547-5599 / Dianne Dreyer, Admin.

Return signed copy with payment to:
CHARLEVOIX CHILDREN'S HOUSE, INC.
Attn: Enrollment
08700 Mercer Blvd.
Charlevoix, MI 49720

FOR OFFICE USE ONLY:

Date Contract Received: _____

Amount Received: _____

Check # _____

Visa or Master Card # _____ Exp. _____ (3 or 4 digit) Card Ver. # _____

First-time Family Deposit received on: _____