

## **Hill Country Montessori School Tuition Policy**

HCMS, Inc. commits to academic year expenses based on enrollment. Since most expenses continue whether or not a given student attends classes, the Enrollment Contract requires the Total Annual Charges be paid for the full academic year. **All custodial parents and/or legal guardians are required to sign an enrollment contract prior to the child's attendance at school.** Refunds or credits will be made under those exceptional circumstances considered appropriate by the Head of School.

If a refund is granted, parents will be refunded the unused Annual Tuition paid in advance on a pro rata daily basis starting from the **Withdrawal Date**. Parents on the 10 Payment Tuition Plan will be billed for the 30-day period. A statement from a licensed physician attesting to medical disqualification for the balance of the academic year is necessary to waive the 30-day notice.

### **The following rules apply to the tuition policy:**

- Enrollment is for the full academic year or the start date specified in the enrollment contract.
- Parents who have not canceled the enrollment agreement by the date specified on the enrollment contract are responsible for the tuition and other charges for the full school year, except under those exceptional circumstances considered appropriate by the Head of School.
- The school year is considered to be continuous from the first day of school through the last day of school.
- The responsible party may be turned over to a collection agency if unpaid tuition is not submitted.
- Application Fees are not refundable.
- Tuition Deposits are not refundable after the date specified in the Enrollment Contract. Tuition Deposits secure a space in the School for the school year specified in the Enrollment Contract. Any Tuition Deposit not paid by the specified date will cause the student to lose their enrollment place for the school year.
- Annual payments are due on August 1<sup>st</sup> or on the date specified in the enrollment contract.
- Semi-Annual payments are due on August 1<sup>st</sup> and January 1<sup>st</sup> or on the date specified in the Enrollment Contract.
- Monthly payments (10 equal payments) are due August 1<sup>st</sup> and the 1<sup>st</sup> of every month thereafter ending with the April 1<sup>st</sup> payment or on the date specified in the Enrollment Contract.
- Any invoice payments received more than 10 calendar days past the invoice due date will be assessed a late fee of Thirty Dollars (\$30.00). Past due charges are applicable to Tuition and all other fees and charges.
- A \$25.00 returned check/draft fee is assessed for each item returned as insufficient by the financial institution.
- If tuition becomes 60 days delinquent, the student may not return to school unless other arrangements are made.
- No allowances will be made for illness, vacations, or withdrawals, except as stated in the Enrollment Contract. Similarly, school closure due to inclement weather does not constitute a reduction in tuition.