

# Bridgeview Montessori School Annual Enrollment Contract: 2022 – 2023 School Year

Student's Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age on Sept. 1, 2022: \_\_\_\_\_ Elementary Grade (if applicable): \_\_\_\_\_

**Check the Program that your child will be attending.**

**Elementary II:** 9 – 12 year olds, 8:15 am – 3:15 pm, M – F \$14,650

**Elementary I:** 6 – 9 year olds, 8:30 am – 3:30 pm, M – F \$14,650

**Children's House Programs:** 2.9 – 6 year olds:

**Kindergarten:** 8:45 am – 3 pm, M – F \$12,820

**4 Part Days:** 8:45 am – 1:00 pm, T - F \$8,770

**5 Full Days:** 8:45 am – 3 pm, M – F \$12,290

**3 Full Days:** 8:45 am – 3:00 pm, T - TH \$8,440

**5 Part Days:** 8:45 am – 1 pm, M – F \$10,645

**3 Part Days:** 8:45 am – 1 pm, T - TH \$7,060

**4 Full Days:** 8:45 am – 3 pm, T – F \$10,510

**Total Annual Tuition for this student:** \$ \_\_\_\_\_

**Less \$500 Enrollment Deposit:** (\$500)

**Less \$300 Montessori Milestone Credit (Returning K's, 3<sup>rd</sup> Yrs. or 6<sup>th</sup> Yrs. ONLY):** (\$300)

**Remaining Tuition Due for this student:** \$ \_\_\_\_\_

**NOTE: If financial aid is awarded, a signed addendum to this contract will be signed regarding tuition.**

**Tuition Policy**

A completed, initialed and signed Annual Enrollment Contract and a \$500 Enrollment Deposit must be submitted by the date indicated below. The Enrollment Deposit will be applied toward tuition. Parents must contact the Head of School or the Business Manager one week prior to the due date if a tuition payment is likely to be delinquent. Tuition payments more than **30 days in arrears** will result in the dismissal of the child from the school program unless the parents and the school have entered into a written schedule addressing the arrearage and future payments.

**Tuition Payments**

Tuition payments are managed by: **Smart Tuition: Financial Solutions for Schools and Parents.** Visit [www.smarttuition.com](http://www.smarttuition.com) for more information about this convenient tuition payment program. Families pay tuition in up to **TWELVE MONTHLY INSTALLMENTS**; each for 1/12 of the total NET tuition due on or before the first of each month, **June through May.**

**Please initial on the lines below acknowledging that you have read and agree to the policies set forth here as well as those in our Parent Handbook.**

**Policies and Procedures**

By signing this Annual Enrollment Contract you agree that you have read and agree to follow all policies and procedures of Bridgeview Montessori School as stated in the school's official publications including, but not limited to, this Enrollment Contract, the Parent Handbook, and any addenda or amendments thereto as may be promulgated by the school. The Parent Handbook is available at [www.bridgeviewmontessori.org/parenthandbook/](http://www.bridgeviewmontessori.org/parenthandbook/) or request a hard copy before signing the contract.

**Withdrawal and Refund Policy**

A tuition contract is a financial commitment. The School relies on these commitments in planning and budgeting for the educational programming in the upcoming academic year.

Sometimes families experience changes that result in the withdrawal of a student during the academic year. We require a 30-day notice in order to ensure a smooth transition for your child and our community. The following policy will apply:

- Withdrawal at any time after enrollment and prior to the start of the new school year will result in one-third (33.3%) of the total annual tuition being due and payable to Bridgeview Montessori School. The \$500 Enrollment Deposit will be applied to the balance due.
- Withdrawal at any time after the start of school but before the December break will result in two-thirds (66.6%) of the total annual tuition being due and payable to Bridgeview Montessori School. The \$500 Enrollment Deposit will be applied to the balance due.
- Withdrawal at any time after the December break and before the end of the school year will result in total annual tuition (100%) being due and payable to Bridgeview Montessori School. The \$500 Enrollment Deposit will be applied to the balance due.

**Termination and Suspension Policy**

The school administration will pursue all possible options to avoid suspension or termination of any student due to behavioral, social/emotional, or academic concerns as outlined in Parent Handbook. If the Administration feels the student is unable to be successful at School, the School may suspend or terminate enrollment of the student, both of which require approval of the Head of School. Written notification will be made prior to the child's date of suspension or termination and will include the rationale and any possible conditions for return. When a student's enrollment ends, the school administration will prepare the student for termination in a manner consistent with the child's developmental ability to understand. Regardless for the reason of enrollment termination or suspension, all tuition payments remain due to the school and there will be no refund of tuition, fees, or other payments previously made.

**Force Majeure Policy**

The school shall not be liable for any failure of or delay in the performance of its duties or obligations under this Enrollment Contract to the extent that such failure or delay:

1. is beyond the reasonable control of Bridgeview Montessori School.
2. could not reasonably have been foreseen or provided against.
3. materially affects the performance of any of its obligations under this agreement.

The School's duties and obligations under this Enrollment Contract may be suspended immediately without notice during periods that the School is closed because of force majeure events including, but not limited to, a fire, flood, act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster or other major event which is outside the School's control. If such an event occurs, the School's duties and obligations will be postponed until such time as the School, in its sole discretion, may safely reopen consistent with applicable laws and government requirements. During such a postponement or closures, all tuition payments shall remain due to the school, and there will be no refund of tuition, fees, or other payments previously made. The School may elect to operate on a distance-learning basis, may choose to extend or shorten its school year, and may adopt an alternative schedule to complete its school year curriculum.

**Policy on Nondiscrimination**

Bridgeview Montessori School does not in any way discriminate on the basis of race, gender, age, religion, cultural heritage, political beliefs, national/ethnic origin, physical disability, toileting status, gender identity or expression, marital status, or sexual orientation in the administration of its hiring, admissions, and educational policies, or in any other school program.

<b>SIGN THIS ANNUAL ENROLLMENT CONTRACT AND SUBMIT WITH ENROLLMENT DEPOSIT BY _____, 2022.</b>	
Name of Parent/Guardian (Please Print) _____	
Signature of Parent/Guardian _____	Date _____
Name of Parent/Guardian (Please Print) _____	
Signature of Parent/Guardian _____	Date _____
Sandra Nickerson, Head of School _____	
Date _____	







