



Hearts and Hands Montessori, Inc.
1660 Amsterdam Rd.
Belgrade, MT 59714
406-388-8876

Tuition and Payment Policy

- A one-time non-refundable **Application Fee of \$100** is due with application.
- To be placed on Waiting List, Application, Immunization Record, and Application Fee must be submitted. Students are placed on a list in order Application and Fee are received by our office. When a spot opens, first family will be contacted; they must make a decision within 48 hours or School will proceed down the list.
- **50% tuition deposit** is due when a spot is available. This deposit is non-refundable and will be applied to the 1st invoice of attendance, after accepting available spot in classroom, to secure your child's spot.
- An annual fee will no longer be required, instead we ask that you support your child's learning by supplying them with items from the **school supply list**.
- Total Tuition is **due the first of each month** and considered late after on the 5th. Late payment fee of \$15 will apply, and additional \$15 late fees continue to be applied every 30 days past due for all unpaid or underpaid accounts.
- Student Account will incur a \$15 fee associated with Returned Checks (bounced, stopped, etc); this will also include late fees if full payment is not received by the 5th of the month.
- We offer a **Sibling Discount of 5%** off sibling's tuition. All students must be attending a minimum of 2 days (or equivalent) to receive sibling discount. Discount is applied to the lesser tuition amount.
- Additional **drop-in days** are available depending on availability in the classroom. All drop-ins will be considered IF account is paid in full. Drop-ins **MUST** be approved by the office and paid for the day of the drop-in. Drop-in hours are 7:30am-3:30pm, no full day drop-ins are available.
- **Change of enrollment schedules** can be made with a 2-week notice. If you would like to make changes to your child's enrollment schedule (adding days/dropping days) please submit a "change of schedule" form through the office 2-weeks prior to the date requesting change to be made. Office management will review request and be in touch regarding available space for your child.
- **Pick Up after 3:30/5:30 (depending on your child's enrollment schedule) is not permitted.** If late, after-hours pickup occurs, the fee is \$1/minute. If late pick-up is repetitive, alternative arrangements might be necessary for your family as we cannot accommodate children beyond their scheduled pick-up time (3:30/5:30pm) and you will be billed according to your sign-out time.
- We expect a **tuition and/or fee increase** each academic year. Tuition rates run from September-August.
- Student spots are reserved monthly. **A thirty-day written notice is required when withdrawing a child from school—tuition remains due through the 30-day period.** If student is suspended until resolution can be made, tuition remains due. If a child is dismissed by the school for unforeseen circumstances, the school will prorate tuition to child's last day of attendance and has 30 days to return remainder balance.
- If payment is not received by the 1st of the month, your child's enrollment will be paused immediately following non-payment, and the school may choose to begin collections process. Account holder will be responsible for all fees associated with sending their account to collections and through the collections process, including but not limited to attorney fees and collection agency fees.
- **We reserve the right to cancel a child's enrollment for:**
 - 1) Late or non-payment of tuition, or
 - 2) Unruly or disruptive behavior of a child, or
 - 3) Unruly or disruptive behavior of a parent or caregiver, or
 - 4) Incomplete vaccinations/incomplete or missing enrollment forms

Please give attention to the Annual Calendar which notes all Center Closures. Once enrolled, your child's place in the classroom is reserved for them each month, so, credit will not be given for illness or other personal absences.

Even during closures, operating expenses are ongoing; therefore, monthly tuition remains due, in full, and will not be pro-rated.



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By signing below, I acknowledge that I have ***read and understand*** the Tuition and Payment policy, fees, and discounts; and agree to abide by them.

Name of student attending Hearts and Hands Montessori

Printed name of person/s financially responsible

Signature of person financially responsible

Date