



## MSP FINANCIAL POLICIES

*The Montessori School of Pensacola admits qualified students of any race, color, creed, national, or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school.*

Your financial commitment to the school is an annual commitment in which you agree to pay the FULL TUITION whether or not your child is able to attend the entire year. These commitments cannot be undone if he/she does not attend or withdraws during the school year.

### **PAYMENTS:**

Tuition is due on the 1st day of the month and is late if received after the 5th of the month. The School may provide an invoice of amount due before the end of the month. However, it is the obligation of the parent or guardian to make timely tuition payments, whether or not the school provides an invoice. Any tuition payments 5 days or more past due will be subject to a late payment charge of \$30.00 for each month the payment remains delinquent. There is a \$50.00 dollar returned item fee.

If full payment, including late charge, is not received by month's end, parent(s) or legal guardian(s) will be advised that their child may not return to school until the outstanding balance is received. Enrollment will be cancelled if tuition payments are not made in accordance with the payment schedule selected. Grades and transcripts will not be released until financial obligations are paid in full.

Payments start in May for the upcoming school year. Twelve monthly payments are due (May through April) unless an annual payment plan is selected.

Discounts are valid when parties meet eligible criteria and may be changed or eliminated if the conditions vary.

If legal action is required to enforce this agreement, you agree to pay all costs and attorney's fees associated with such collection. Venue and jurisdiction shall be in the Circuit Court for Escambia County, Florida, and the terms and conditions of this Agreement shall be controlled by Florida law.

If a third-party makes tuition payments to the school on your behalf, it is your obligation to inform the third-party payer of the terms of the agreement and the contract termination policy (as listed on the following page) as a precondition of accepting payments directly from the third-party payer.

**Refunds:** The school will not refund money for days missed or sessions shorter than the assigned time. The school's duties and obligations under this contract may be suspended indefinitely without notice during all periods in which MSP is closed due to any force majeure events, including, but not limited to, any hurricane, earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the school's control. MSP has developed a plan to deliver Distance Learning as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the School's duties and obligations in this contract may be postponed for a period of time until the school can deliver distance learning or until such time as the school, in its sole discretion, may safely reopen. In the event the school is closed for a period of time or must deliver curriculum remotely due to an event under this clause, the parent agrees the school is under no obligation to cancel, waive, or refund any portion of tuition that is owed or paid to MSP.



**Schedule Changes:** Parents are allowed to make two schedule changes per year without charge. There will be a \$30.00 processing fee for each additional schedule change during the school year.

#### **CONTRACT TERMINATION:**

The school reserves the right to terminate this contract if we deem that we are unable to meet the needs of the student or family due to a serious breach of conduct or school policy by the student or student's family, on or off campus, that materially disrupts the orderly conduct or administration of the school.

Your financial commitment to the school is not a partial or fractional agreement. It is a commitment in which you agree to pay the full tuition for the term of attendance selected whether or not your child is able to attend the entire term. Once you sign (includes electronically) and return your contract and pay all applicable fees, the school saves a space for your child. The school must have a guaranteed income to meet the obligations it makes for you and your child.

#### **WITHDRAWAL POLICY:**

Once you are enrolled, have not opted out by the required deadline, and pay all applicable fees, the school saves a space for your child. Therefore, the school cannot afford to forgo payment of full tuition except as follows: if the school is notified **IN WRITING, via the withdrawal link on the schools web page before May 1st**, this agreement may be canceled without penalty (except for forfeiture of all enrollment fees).

#### **Continuous Enrollment Policy:**

The Continuous Enrollment model is streamlined to offer more convenience, simplify the enrollment process, guarantee placement for your child, and decrease added paperwork and deadlines. If you choose to opt-out, you will need to complete the opt-out form by the required deadline.