



Fostering each child's potential and a life-long love of learning.

OFFICE USE ONLY	
Payment _____	
Date Rec'd. _____	
By _____ Class _____	
Copy _____ PP _____	

Enrollment Contract

Academic Year 2012/2013

Student's Last Name:	First Name:	Middle Initial:
Birthdate: (month/day/year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

Programs

We hereby apply for enrollment of the above child in the following program:

- Pre-Children's House:** 20 to 36 month olds
8:30 a.m. – 11:45 a.m.
 Tuesday/Thursday Monday/Wednesday/Friday Monday-Friday

- Children's House:** three and four year olds
8:30 a.m. – 11:45 a.m. Monday-Friday

- Children's House Plus:** 4year old students who turn five during the school year
8:15 a.m. – 3:00 p.m. Monday – Friday

- Children's House Extended Day:** five years old by September 1
8:30 a.m. – 3:00 p.m. Monday-Friday

- Elementary:** grades one through six
8:15 a.m. – 3:15 p.m. Monday-Friday

- Adolescent:** grades seven and eight
8:15 a.m. – 3:15 p.m. Monday-Friday

Please note: The period between 8:00 to 8:15/8:30 a.m. is considered an arrival transition and is therefore included in the tuition. Similarly, at the end of each program, there is a 15 minute departure transition built into the tuition. Children arriving before 8:00 a.m. will be billed for Before School Care.

Before & After School Care – In addition to the above program, Before School Care is available from 7-8 a.m. and After School Care is available until 5:45 p.m. in all programs. Please enroll your child on the separate **Before & After School Care Contract**.

Parent/Guardian:		Work Phone	()
Address:		Home Phone	()
City, State/Zip:		Cell Phone	()
Parent/Guardian:		Work Phone	()
Address:		Home Phone	()
City, State/Zip:		Family E-Mail	

Over Please...

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Please select from the following options for payment of tuition and potential discounts: Please choose your plan carefully, as there will be a \$25 service fee for changing tuition payment plans.

- One Annual tuition payment: If Enrollment Contract and full year payment are received by March 12, 2012, (or ten days after a tour for new families) deduct 1.5% from the 2012-2013 Tuition. No Enrollment deposit is required for this option.
Two Semester Installments: Due on 9/1/2012 & 1/21/13. If the Enrollment Contract, \$750.00 non-refundable deposit and 1st semester tuition for a five-day program are received by March 12, (or ten days after a tour for new families) you may deduct \$100 from your first semester tuition.
A non-refundable enrollment deposit of \$750: If the Enrollment Contract and \$750.00 deposit for a five day program are received by March 12, (or ten days after a tour for new families) \$50.00 will be credited to your first tuition invoice. When choosing this option, you must then select one of the options below.
Two Semester Installments: Due on 9/1/12 and 1/21/13.
Nine Monthly Installments: Due on the first of the month beginning 9/1/12. A finance fee is included.
Ten Monthly Installments: Due on the first of the month beginning 8/1/12. A finance fee is included.

Payment Method (Please check one)

- The amount indicated above accompanies this Enrollment Contract by check.
The amount indicated above accompanies this Enrollment Contract by credit card.

Master Card, VISA or Discover Card # _____, expiration date _____

CVC # _____

Signature

Today's Date

Agreement

The undersigned is hereby obligated to pay the entire annual tuition and applicable fees as set forth in this contract regardless of choice of payment plan, and regardless of a later decision not to attend Montessori School of Waukesha (MSW) during the contract year in question. Requests to be released from this contract must be made in writing to the Executive Director and such request does not ensure release. Release from this contract will only be granted in the case of relocation in excess of thirty (30) miles from the school, if the student is withdrawn at the request of the school, or mutual parent/school agreement. Such release refers to tuition only. Under no circumstances will the Enrollment Deposit be refunded. The entire payment obligation remains in effect until the Executive Director grants release from the contract in writing. Days of school missed for any reason are not refundable and may not be made up. MSW reserves the right to recover legal fees necessary to enforce this enrollment contract from the applicable parent(s). Your child will be enrolled in the program(s) selected when the school receives the completed and signed Enrollment Contract and the Enrollment Deposit and provides a confirmation copy of this contract. Enrollment of any child in a selected program is subject to prior teacher or administrative approval. Please make checks payable to: Montessori School of Waukesha. The undersigned agrees to pay the annual tuition, in one of the methods listed above, for applicable curricular programs as set forth in the latest tuition schedule. The \$750 Enrollment Deposit will be applied to your account on or about January 21, 2013, as long as your account is current. Your child's position in the program(s) selected will not be secured until this Enrollment Contract is completed and returned with the Enrollment Deposit for each child.

Dated: _____

By: _____ (Signature of Parent or Guardian)

