



**Christian Montessori School**  
OF LAKE NORMAN

**OFFICE**  
14101 Stumptown Road  
Huntersville, NC 28078

**PHONE & FAX**  
704.875.1801 | 704.875.0915

**EMAIL**  
admin@christianmontessorischool.org

**WEB**  
christianmontessorischool.org

## 2018-2019 ENROLLMENT CONTRACT

**I. Period of Enrollment:** This agreement (“Contract”) sets out the terms of tuition, fees and enrollment for the 2018-2019 academic year, as agreed upon by Christian Montessori School of Lake Norman, hereafter the “School” and the Parents, Guardians and/or responsible 3<sup>rd</sup> parties named below (hereafter collectively referred to as “parents”), for the following “Student”:

**Name of “Student”:** \_\_\_\_\_ **Expected Date of Enrollment:** \_\_\_\_\_

**Parents/Guardian Name:** \_\_\_\_\_ **Parents/Guardian Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**City State Zip Code** \_\_\_\_\_ **City State Zip Code** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_ **Home Number:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Work Number:** \_\_\_\_\_ **Work Number:** \_\_\_\_\_

### Select Desired Program for Student (PARENTS SPECIFY ONE):

2018-2019 Full-Year Programs (12 mo.) <i>August 13, 2018 - August 2, 2019</i>	2018-2019 Academic-Year Programs (10 mo.) <i>August 13, 2018 - May 23, 2019</i>	*2019 Summer Programs (2 mo.) <i>May 29, 2019 – August 2, 2019</i>
All Day (7:00am-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Infant (Tuition: \$1,186.67)</li> <li><input type="checkbox"/> Toddler (Tuition: \$1,186.67)</li> <li><input type="checkbox"/> Primary (Tuition: \$1,100.33)</li> </ul> Full Day (8:00am-3:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler (Tuition: \$1,079.75)</li> <li><input type="checkbox"/> Primary (Tuition: \$964.25)</li> </ul>	All Day (7:00am-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler (Tuition: \$1164.60)</li> <li><input type="checkbox"/> Primary (Tuition: \$1086.40)</li> </ul> Full Day (8:00am-3:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler (Tuition: \$976.60)</li> <li><input type="checkbox"/> Primary (Tuition: \$911.60)</li> <li><input type="checkbox"/> Kindergarten (Tuition: \$813.80)</li> </ul> Half Day (8:00am-12:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler – 5 days (Tuition: \$677.20)</li> <li><input type="checkbox"/> Toddler – 3 days (Tuition: \$477.20)</li> <li><input type="checkbox"/> Toddler – 2 days (Tuition: \$318.30)</li> <li><input type="checkbox"/> Primary – 5 days (Tuition: \$602.8)</li> </ul> AM Extended Care (7:00am-8:00am) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$93.20)</li> </ul> PM Extended Care (3:00-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$279.10)</li> </ul>	All Day (7:00am-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Infant (Tuition: \$1,516.00)</li> </ul> Full Day (8:00am-3:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$1,140.00)</li> </ul> AM Extended Care (7:00am-8:00am) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$93.50)</li> </ul> PM Extended Care (3:00-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$282.00)</li> </ul> <p><b>*BASED ON AVAILABILITY</b></p>

**Note:** Program age groups fall approximately as follows: **Infant** = 6 weeks-18 months; **Toddler** = 18-36 months; **Primary** = 3 years-pre K; **Kindergarten** = Kindergarten by Oct.1, 2018

“Let your light so shine before others, so they can see your good deeds and give honor to God in Heaven.” Matthew 5:16

**I. PAYMENT PLAN:** Parents agree to pay Tuition on the following schedule (*PARENTS SPECIFY ONE*):

- Annual Payment Plan:** Tuition due in full on August 1, 2018.
- Semester Payment Plan:** 50% Tuition due on August 1, 2018; Remaining 50% due on January 1, 2019.
- Monthly Payment Plan:** Tuition payable in consecutive, equal monthly payments, spread over the period of the Program (e.g. Tuition for a 10-month Program is payable in 10 equal monthly payments), due on the 1<sup>st</sup> of each month. *If this plan is selected, Parents must also sign an ACH Direct Draft Authorization Form, due upon the signing of this Contract.*

**II. Terms:**

**I. Importance of Parent/Guardian participation at Christian Montessori School of Lake Norman:**

1. Parents will serve a total of 20 hours of **REQUIRED** service to the school in a volunteer capacity provided or a monetary contribution of \$200.00. Volunteer opportunities will be mailed out under separate cover. Parents will work directly with the designated Parent Representative to coordinate participation. Eight hours shall be served prior to the December break with the remaining hours being served prior to May 15<sup>th</sup>, 2019. \_\_\_\_\_ (initial required)
2. The Parent/Guardian **MUST ATTEND** Parent Orientation Night, Parent/Teacher Conferences and at least one (1) Parent Education Night. \_\_\_\_\_ (initial required)
3. The Parent/Guardian agrees to comply with the rules and regulations published in the Parent Handbook and any other rules and regulations as may be promulgated hereafter by the "School". \_\_\_\_\_ (initial required)

**III. Tuition and other Fees:**

**A. Tuition:**

1. In accordance with the published schedule of tuition and fees, which is attached, the Parent/Guardian agrees to pay, when due, the tuition and all other fees for the program in which the "Student" is enrolled. Tuition is based on either the 12 or 10 month schedule. During the year your student may possibly transition from one program to the next. You will remain in either the 10 or 12 month program according to your contract but your tuition rate may change according to the program of transition.
2. Upon the signing of this contract, the Parent/Guardian agrees to pay an Enrollment Fee of \$350.00 *The Enrollment Fee (\$350) is non-refundable and the student contract will not be processed unless accompanied by the Enrollment Fee.* \_\_\_\_\_ (initial required)
3. The Parent/Guardian agrees that if payments are not made in accordance with this contract, the School shall have the right to refuse to admit the "Student" to class and shall withhold the "Student's" records until all tuition and fees have been paid in full.
4. ACH Direct Draft Authorization – Monthly tuition payments for all students are due on the 1<sup>st</sup> of every month. Payment (only recurring monthly tuition) will be withdrawn from your account on the 1<sup>st</sup> business day of every month. If payment cannot be processed by the 5<sup>th</sup> of the month, payment is considered overdue and the account will be assessed a \$50.00 late fee. A \$5.00 per day charge will be accrued until tuition is paid. (This charge will be accrued until the 15<sup>th</sup> of the month.) Tuition payments plus all late fees as well as a \$30.00 convenience fee will be applied and recharged on the 15<sup>th</sup> of the month. \_\_\_\_\_ (initial required)
5. **The Parent/Guardian agrees that the withdrawal or dismissal of the "Student" after the execution of this contract for any reason will not negate the contractual obligation herein and that the parent will be responsible for 1/3 of the remaining balance of the programs annual tuition once notification of withdrawal is received.** \_\_\_\_\_ (initial required)
6. **Notice of Cancellation-** If the student is accepted, the Parent/Guardian understands and agrees that he/she is obligated to pay tuition for the year either annually or monthly until completion, unless the Parent/Guardian cancels this agreement in writing and delivers to the "School" by registered or certified mail on or before **May 30, 2018 for the 2018-2019 academic year. If after May 30, 2018 please see item #5. The Parent/Guardian further understands that in the event of cancellation, the Tuition Deposit and Enrollment Fee is non-refundable.** \_\_\_\_\_ (initial required)
7. The Parent/Guardian understands and agrees that the School shall have the right to exclude any "Student" from attendance, temporarily or permanently, under any circumstances for which the Head of School or her designee deems appropriate. Should the Parent/Guardian not comply with the terms of this Enrollment Contract and it becomes necessary for the "School" to enlist the services of a collection agency to collect any funds due, the "School" shall be entitled to collect from the undersigned Parent/Guardian any and all costs of collection. The cost of collections will include attorney's fees not to exceed 15% of the outstanding balance of principle and interest. \_\_\_\_\_ (initial required)
8. **Job Loss Clause:** Any family that experiences an unforeseen job loss, which results in an immediate loss of 50 percent or more of total family income, shall be eligible for a 50 percent reduction in tuition for a period not to exceed 120 days following the termination. Any intention in using the Job Loss Clause must be submitted in writing to the Business Office along with proof of annual family income and separation notice from employee explaining terms of separation. Any and all funds received while unemployed, including but not limited to unemployment compensation and severance pay, must be disclosed to the Business Office. The Job Loss Clause will then become active under the original terms. To be considered for this provision,

your account must be paid current with no outstanding balance and must have a history of timely payments. \_\_\_\_\_ (initial required).

B. **Other Fees:** The Parent/Guardian shall be responsible for paying promptly when assessed the following fees:

1. **Enrollment Fee-** An annual enrollment fee of \$350.00 for each student must be paid to provide for further development and meeting the needs of continual growth, development, and maintenance. The Enrollment Fee is non-refundable and is not prorated. \_\_\_\_\_ (initial required)

2. **Class Activity Fees/Fieldtrip Fees -** These fees may be assessed, per "Student" per year, at the discretion of the "Student's" classroom teachers' or Head of School. \_\_\_\_\_ (initial required)

3. **Late Payment Fees -** Payments are due upon receipt of bill. If payment is not made when due the "School" may assess a Late Payment Fee of \$50 and the Parent/Guardian understands that a "Student" may be barred from attending classes if tuition and fees are not paid. \_\_\_\_\_ (initial required)

4. **Bad Check/ACH Fees -** The School will assess a \$30 fee against any Parent/Guardian whose payment check is not negotiable. If the Parent/Guardian presents a second non-negotiable check all future payments due under this agreement must be paid in cash, by money order, certified check or cashier's check (i.e. replacement funds, late payment fees and bad check fees). \_\_\_\_\_ (initial required)

5. **Late Pick-Up -** The "School" expects the Parent/Guardian to make advance arrangements for child pick-up if they anticipate a late arrival. These arrangements should be made no later than the school day proceeding the day of use. For students enrolled in the full day/half day program, students will automatically be enrolled in the Extended Care Program (12-3) for half day and (3-6pm for full day) and a day rate fee of \$15.00 will be assessed. For all late pickups after 6:00pm, a late fee of \$5.00 per minute will be assessed. Standard late charges for outstanding balances will apply. \_\_\_\_\_ (initial required)

6. **Building Security Keys-** Each family is required to have at least 1 key (2 keys maximum per family). You may either pay the \$40.00 deposit at the time of enrollment or you can be invoiced for the total amount. \_\_\_\_\_ (initial required)

IV. This Contract will be governed by and construed in accordance with the laws of the state of North Carolina. Please do not sign this contract until you have read it carefully and agree in full with all statements and requirements. The child's guardian and person(s) having financial responsibility for this contract must sign.

\_\_\_\_\_  
*Name of Parent/Guardian      Date*

\_\_\_\_\_  
*Signature of Parent/ Guardian      Date*

\_\_\_\_\_  
*Name of Parent/Guardian      Date*

\_\_\_\_\_  
*Signature of Parent/ Guardian      Date*

**NOTE:**

**Return this signed contract to the Business Office. Contracts will not be processed unless accompanied by the enrollment fee, ACH Direct Draft authorization form, and Credit Card processing form.**

<p><b>For Office Use Only:</b> Classroom Assignment: _____ Enrollment Fee Check Number &amp; Amount: _____</p>
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## V. Credit Card Processing Form for Late Payments

### Please read carefully and sign.

The Christian Montessori School of Lake Norman strives for financial accountability from our parents to assure quality educational programs for all of our students. Therefore, it is the practice of CMSLN to have credit card information from all parents of enrolled students to pay for tuition past due after the 15<sup>th</sup> of the month.

### How this will impact your tuition payment process:

All monthly tuition payments for all students are due on the 1st of every month. **If families choose to pay by credit card, there will be a \$30 processing fee.** If payment is not received by the 5th of the month, payment is considered overdue and the account will be assessed a \$50.00 late fee. A \$5.00 per day charge will be accrued until tuition is paid. (This charge will be accrued until the 15th of the month.). Tuition payments, plus all late fees, as well as a \$30.00 convenience fee will be applied to the credit card on the 15th of the month. This process will be standard practice for all delinquent accounts.

### Please provide the following information regarding your credit card:

_____	<u>Master Card/Visa</u>	
Name on Card	Circle one	
_____	_____	_____
Card Number	Expiration Date	CVC # (3 digit code)

### Permission to Process Credit Card Information

I \_\_\_\_\_, have read and understand the credit card processing policy for the CMSLN. With my authorized signature, I am giving my consent for any and all delinquent tuition amounts to be charged to the above credit card account. I also understand that I will be charged a convenience fee of \$30.00 if the school has to process fees due to outstanding balances on accounts for my child/children.

_____	_____
Authorized Signature	Date

Once this information is obtained, it will be kept in confidence and in a secured environment and will be used only for the purpose of unpaid and/or delinquent tuition payments. ***Your child's contract will not be processed without all required initials, signatures, and documents. (See Note Below)***

### RETURN THE FOLLOWING TO THE BUSINESS MANAGER

- Contract: Initialed, Signed and Dated
- Payment of Total Amount Due with Contract
- Credit Card Form (all families)
- "ACH" Form (if enrolled in monthly payment plan)

## VI. ACH Direct Draft Authorization Form

Schedule your payment to be automatically deducted from your checking or savings account. Just complete and sign this form to get started!

### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking or savings account. You will be charged your tuition amount plus any additional fees incurred during the prior month, each billing period. A receipt for each payment will be emailed to you and the charge will appear on your bank statement as an "ACH Debit." You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

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### Please complete the information below:

I \_\_\_\_\_ authorize Christian Montessori School of Lake Norman to charge my bank account,  
(full name)

indicated below, by the 5th business day of each month for payment of my students Tuition Fees.

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type:  Checking  Savings

Name on Acct \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_



SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Christian Montessori School of Lake Norman in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment date falls on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction date. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Christian Montessori School of Lake Norman may at its discretion attempt to process the charge again within 15 days, and agree to an additional \$30.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

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**Tuition Worksheet (for Parents' Records)**

- Enrollment Fee (\$350) (all parents): \_\_\_\_\_
- Building Security Keys (new families or replacement) (\$20 each key, *refundable*): \_\_\_\_\_
- Activity Fee (Primary Students Only) (\$40): \_\_\_\_\_

**Total Amount Due with Contract:           \$ \_\_\_\_\_**  
*(Payment by must accompany Contract)*

**Tuition Owed / Program Selected:**

2018-2019 Full-Year Programs (12 mo.) <i>August 13, 2018 - August 2, 2019</i>	2018-2019 Academic-Year Programs (10 mo.) <i>August 13, 2018 - May 23, 2019</i>	*2019 Summer Programs (2 mo.) <i>May 29, 2019 – August 2, 2019</i>
All Day (7:00am-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Infant (Tuition: \$14,240)</li> <li><input type="checkbox"/> Toddler (Tuition: \$14,240)</li> <li><input type="checkbox"/> Primary (Tuition: \$13,204)</li> </ul> Full Day (8:00am-3:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler (Tuition: \$12,957)</li> <li><input type="checkbox"/> Primary (Tuition: \$11,571)</li> </ul>	All Day (7:00am-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler (Tuition: \$11,646)</li> <li><input type="checkbox"/> Primary (Tuition: \$10,864)</li> </ul> Full Day (8:00am-3:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler (Tuition: \$9,766)</li> <li><input type="checkbox"/> Primary (Tuition: \$9,116)</li> <li><input type="checkbox"/> Kindergarten (Tuition: \$8,138)</li> </ul> Half Day (8:00am-12:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler – 5 days (Tuition: \$6,772)</li> <li><input type="checkbox"/> Toddler – 3 days (Tuition: \$4,772)</li> <li><input type="checkbox"/> Toddler – 2 days (Tuition: \$3,183)</li> <li><input type="checkbox"/> Primary – 5 days (Tuition: \$6,028)</li> </ul> AM Extended Care (7:00am-8:00am) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$932)</li> </ul> PM Extended Care (3:00-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$2,791)</li> </ul>	All Day (7:00am-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Infant/Toddler (Tuition: \$3,032)</li> </ul> Full Day (8:00am-3:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$2,280)</li> </ul> AM Extended Care (7:00am-8:00am) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$187)</li> </ul> PM Extended Care (3:00-6:00pm) <ul style="list-style-type: none"> <li><input type="checkbox"/> Toddler, Primary and Kindergarten (Tuition: \$564)</li> </ul> <p><b>*BASED ON AVAILABILITY</b></p>

**Tuition Payment Plan Selected:**

- \_\_\_\_\_ **Plan A: Annual Payment Plan (Due by August 1, 2018)**
- \_\_\_\_\_ **Plan B: Semester Payment Plan (50% Due by August 1, 2018 and 50% due January 1, 2019)**
- \_\_\_\_\_ **Plan C: Monthly Payment Plan (Due by August 1, 2018 and 1<sup>st</sup> of every month thereafter).** Tuition payable in consecutive, equal monthly payments, spread over the period of the Program (e.g. Tuition for a 10-month Program is payable in 10 equal monthly payments), due on the 1<sup>st</sup> of each month. *If this plan is selected, Parents must also sign an ACH Direct Draft Authorization Form.*

**FINANCIAL AID:** Financial aid applications ([www.sss.nais.org](http://www.sss.nais.org)) must be submitted by April 28, 2018.