



# Rochester Montessori School

A Montessori and International Baccalaureate School  
how children learn influences who they become



## Application, Enrollment, and Tuition/Fees Policies

RMS is completely supported by student tuition and fees. Please review the following procedures and policies. All tuition and fees (with the exception of the application fee and the security deposit) are collected via auto withdrawal. Tuition and fee amounts are available from the office and are published on the School's website.

### Application Process

- New families are required to tour the school and should observe at least one classroom.
- Applications are accepted year round. Each application is valid for the school year that is stated on the application.
- An application will be considered only when the application fee is paid in full.
- No applicant is accepted without an Enrollment Agreement that officially offers enrollment to RMS.
- If RMS cannot enroll your child during the application academic year, you will be asked to complete a new application for the next application year. A second application fee will not be required.

### Enrollment Policies/Probation Period

- An Enrollment Agreement will be offered to new applicants starting in the winter and continue until classroom openings are full.
- All new enrollments are subject to a 60 day probationary period during which time any issues that cannot be resolved may warrant a cancellation of the placement without an obligation on the part of RMS.
- In the case that action is taken in regards to a probationary period, tuition and fees will be refunded as described here.
- RMS cannot guarantee enrollment in a specific classroom.
- Once a child has been placed in a classroom, no changes will be made unless RMS believes it is in the best interest of the child.
- Full-day enrollment cannot be changed to half days unless the staff recommends this on behalf of the child's needs. Half-day enrollments can be changed provided that space and staffing are available. Enrollment changes must be requested in writing to the Admissions Director.
- A child's enrollment in the school may be retained if that child is unable to attend school for any reason and if the family meets all fee and tuition responsibilities during such period.

### Tuition Payments

- Tuition does not cover additional services or other miscellaneous fees.
- In the unlikely event that RMS must take legal action to collect delinquent accounts, you agree to pay any collection costs.

### Payment Procedures for all Families

<i>What</i>	<i>When</i>	<i>Amount</i>
Application Fee	At the time of application	\$75 per application
Enrollment Security Deposit	At the time the Enrollment Agreement is accepted	\$500 per enrollment agreement
First tuition installment	June	1/10 <sup>th</sup> installment of the total tuition
Annual Fees – building, PTSA, and class fee if applicable	August	\$480 building fee per family \$40 family activity fee \$80 elementary class fee \$150 middle school class fee
Second through tenth tuition installments	September – May	The remaining nine installments are paid monthly

- The application fee is paid by check at the time of application.
- The enrollment security deposit is paid by check when the Enrollment Agreement is accepted.
- All remaining payments are made through auto withdrawal.
- Tuition is paid in 10 installments. The first installment is made at the beginning of June or at the time of enrollment if enrollment occurs in June or later. The subsequent installments are made monthly from September through May.
- Fee payments are made through auto withdrawal in August and include:
  - Annual \$480 building fee per family.
  - Annual \$40 Family Activity fee per family.
  - Annual \$80 Elementary activity fee per child (elementary programs only).
  - Annual \$150 Middle School activity fee per child (middle school program only).
- The above payment schedule is modified when a child is enrolled after June 1<sup>st</sup>.
- Fees and tuition auto withdrawals are made on the 2<sup>nd</sup> of each month or the next business day if the 2<sup>nd</sup> falls on a weekend or holiday.
- Tuition statements are traditionally not sent monthly, but a yearly account statement will be sent to each family in January.
- Additional services (i.e., After School Studios, Early Arrival and Late Pickup) are invoiced on the 15<sup>th</sup> of the month and withdrawn on the 20<sup>th</sup> or the next business day if the 20<sup>th</sup> occurs on a weekend or holiday.
- Summer school tuition is made in two installments. The first installment occurs shortly after rolling registration opens. The second installment is paid in mid-May. Payment for enrollment taking place after May will be paid by check.
- Tuition and fee payments are made even when a student is absent due to illness, family vacations, etc.
- A tuition discount is offered to families with more than two children enrolled in the school - \$500 discount for the third child and a \$1,000 discount for each additional child. In order to receive this discount, families must have at least one child enrolled in the Elementary program. In the case of triplets, quadruplets, or greater multiples, the family will receive the full discount regardless of the program in which the children are enrolled.

***For New Families – The Security Deposit***

- For new families, there is a one-time \$500 security deposit per child (maximum deposit of \$1500 per family) paid by check at the time of acceptance into RMS.
- The \$500 security deposit is a non-interest bearing deposit refundable upon completion of the school year and under the following conditions: Your account is current and you notify us of your intentions not to return during the designated registration period.
- The security deposit will be returned within 60 days of the last day of the full school year.
- If you choose to withdraw your child's application before school begins, if you withdraw your child mid-year for any reason, or if you neglect to inform us of your intentions to leave during re-registration, the security deposit will be forfeited.
- In the unfortunate event that a child/family is asked to leave the school by the RMS Administration, the security deposit will be refunded in full.
- The security deposit is non-transferable.

***Building Fee***

- There is a Building Fee of \$480 per family each year.
- This fee is assessed in August or upon admission if this occurs after August, and is not refundable under any circumstance.
- This fee is prorated to \$240 for admissions after January 1<sup>st</sup>.

***Refunds and Withdrawals***

- Thirty days written notice is required for withdrawal; all other fees are non-refundable and will be collected accordingly.
- Prepaid tuition will be returned and is prorated to the day of departure if sufficient withdrawal notice is given.
- If for any reason RMS formally asks a student to withdraw, prepaid tuition is prorated to the day of departure, and the security deposit will be returned.
- The security deposit is returned when your child completes the school year. You may roll your security deposit over to the following school year if your child is continuing. Withdrawal of a child prior to the beginning of the school year or withdrawal of a child during the school year will result in forfeiture of the security deposit.
- No school related documents will be released until any remaining balance is cleared.

***Non-Sufficient Funds***

- A fee of \$25.00 (twenty-five dollars) is assessed if there are non-sufficient funds (NSF) to be withdrawn.
- Please speak to the accountant BEFORE the second business day of the month if you anticipate a problem and we will work with you to avoid the fee.
- Failure to remedy a NSF situation over the course of 2 months may lead to a suspension of services.

***Re-registration Fee***

- There is no fee during the re-registration period.
- Any child whose re-enrollment application has not been received by the end of the re-registration period risks losing his or her placement.

***Tuition Assistance***

- Rochester Montessori School offers limited tuition assistance to families.
- Applicants complete an application form and send it directly to Tuition Aid Data Services (TADS) in the Twin Cities. TADS will determine the level of need and RMS awards aid based, in part, on their report.
- Information provided in the application process is kept strictly confidential.
- Application forms are available through the school office or on the website and are due by April 15<sup>th</sup> for the following school year.
- Late applications will be processed.
- RMS does not guarantee tuition assistance to any person for any reason.