

Marin Montessori  
Financial Policies  
2024-2025 School Year

When parents, guardians, and those who are financially responsible sign the Enrollment Agreement, they assume an important financial commitment to Marin Montessori School (MMS). A registered not-for-profit, MMS will rely on this commitment to fund its program and salaries for staff for the coming year. These policies were developed to secure the school's income and stability. Please read the Enrollment Agreement and understand your financial obligation to the tuition amount, additional fees, and payment due dates.

**Lump Sum Payment Plan "A" Terms:**

An Enrollment Fee, equal to 10% of the Annual Tuition is due with the signed Enrollment Agreement. Agreements without the Enrollment fee attached are not valid. This Enrollment fee is non-refundable and non-transferable. The remaining Lump Sum amount of the annual tuition is due on April 16, 2024.

You may choose to use the ACH system to pay the 10% Enrollment fee, as well as your remaining Lump Sum payment. Please check the appropriate box on your Enrollment Agreement to use this method of payment so that your Lump Sum is pulled through ACH on April 16, 2024.

**Monthly Installments Payment Plan "B" Terms:**

An Enrollment Fee, equal to 10% of the Tuition is due with the signed Enrollment Agreement. Agreements without the Enrollment fee attached are not valid. This Enrollment fee is non-refundable and non-transferable. The remaining ninety percent (90%) of tuition is due in nine (9) monthly installments beginning April 16, 2024 and ending December 16, 2024.

Families using the Monthly Installments Payment Plan are required to use the ACH payment system. Tuition Refund Plan is required for the Monthly Installment Payment Plan.

You may choose to use the ACH system to pay the 10% Enrollment fee. Please check the appropriate box on your Enrollment Agreement to use this method of payment. The funds will be withdrawn immediately for your bank account.

**Paid in Full Date:**

All tuition for the 2024-2025 school year must be paid in full by December 16, 2024, regardless of the Payment Plan you choose.

**Late Enrollment Payment Plans:**

For families that join the MMS community later in the year, the payment plan collapses based on the month in which they sign their enrollment agreement. For example, signing an agreement in September would necessitate splitting the total amount owed into four equal payments such that all tuition is paid by December 16, 2024. A family can choose to pay the entirety of their tuition upfront, as well.

**Delinquent Accounts:**

Delinquent accounts are dealt with on a case-by-case basis by the Director of Finance. Severely delinquent accounts are referred to the Head of School, then to a collection agency for collection.

**Collection Accounts:**

Should a MMS account be turned over for collection, the parent or guardian agrees to pay all costs of enforcement and/or collection incurred by MMS including, but not limited to, reasonable attorney's fees and costs.

**ACH Payments:**

We agree to contact the MMS Finance Office if our bank account changes so that the proper account can be charged each month. If the bank returns a check, ACH transaction, or Credit Card as unpaid, our account will be charged a \$50 fee for each returned item.

**Additional MMS Charges and Fees:**

All Additional School Care (ASC) reserved and Drop-In fees, Memory Books, Field Trips, Class Trips, "Charge My MMS Account" fees, Auction, Spirit Wear, as well as any other billed costs are due on the 20th day of the **following month**. Amounts due will be automatically paid in full each month using the ACH account number on file.

**Withdrawing a student:**

We acknowledge that this Enrollment Agreement may only be canceled by providing MMS with written notice of cancellation by **May 1, 2024**. For contracts canceled prior to May 1, 2024, the non-refundable 10% deposit will be retained by the school, and all other payments will be refunded. We further acknowledge that the overhead expenses of MMS, including substantial financial commitments for instruction, supplies, and other matters made in reliance upon enrollment, do not diminish with the withdrawal or dismissal of a student. We understand and agree that unless canceled in accordance with the above, we hereby agree to payment of the full 2024- 2025 School Year tuition and fees, and agree that no reduction of the full School Year's tuition and fee obligations will be made for absence, voluntary or involuntary withdrawal,

or expulsion. Please note that per IRS regulations, tuition payments to MMS may *never* be claimed as tax-deductible donations, even if the student does not complete the full school year at MMS.

**Change of Contract:**

Contract Modifications are made following faculty recommendation, usually with a child moving from Half Day to Full Day. These modifications are billed in the month in which the event takes place. Lump Sum Payment Plan families will be billed for one payment for this increase. Monthly Installment Payment Plan families will have their remaining installments modified to reflect the increase.

**Tuition Refund Plan – Dewars’ Tuition Insurance:**

MMS offers a Tuition Refund Plan, also known as Dewars’ Tuition Insurance, to all MMS families. Enrollment Agreements will default to having the coverage, at a rate of approximately 1.4% of the total tuition cost. Parents may only opt out of the Tuition Refund Plan if they choose the Lump Sum Payment Plan “A” on the Enrollment Agreement. You may not add the plan after returning the signed Enrollment Agreement. The premium will be charged to the student account in May 2024, and paid through ACH on May 16, 2024. To submit a claim through the plan, contact the Director of Finance.

Late enrollments are not allowed.

**Tuition Assistance Program Policy:**

It is the policy of MMS to provide Tuition Assistance, within the School's financial capability, to families experiencing hardship in paying the full tuition cost. We particularly seek to fulfill our mission of “nurturing the development of each child in our diverse community” by offering assistance to families from varied backgrounds. The total amount available for this purpose will be determined by the Board of Trustees for each school year. The allocation of this total amount will be determined by the Tuition Assistance Committee. The Tuition Assistance Committee's decisions on allocations will be final, and all information concerning applications and the deliberations of the Committee shall be confidential, restricted to the Committee members.

Tuition Assistance Guidelines

1. All families will be expected to pay a minimum tuition amount of \$300 per month. 2. In considering applications, the Tuition Assistance Committee shall give priority to the families of currently enrolled students, to enable the child to complete the Montessori program.

3. Tuition Assistance may be used for students in any level, except for Toddler.
4. Tuition Assistance shall be granted for one year. Applicants may re-apply for successive years. Such applications will be evaluated based on their then-current situation.
5. The Committee shall have the authority to make exceptions to the established guidelines in extraordinary situations.
6. An applicant who receives tuition assistance must keep tuition payments current. If a payment is more than 30 days late, tuition assistance may be revoked.
7. If a Primary level student receiving Tuition Assistance changes from half day to full day or from full day to half day during the school year in which the assistance is awarded, the amount of Tuition Assistance may be revised at the discretion of the Tuition Assistance Committee. In general, but subject to adjustment on a case-by-case basis, the new award will be determined at the same percentage as the original award.
8. Applications must be submitted through the online Tuition Assistance service. Paper applications are no longer accepted.
9. A student receiving Tuition Assistance is eligible for assistance to fund the family contribution for school-sponsored overnight field trips. Funds are extremely limited for this program.
10. Awards are based in part on the Suggested Tuition as calculated by Clarity. This dollar amount is what the software calculates as the family's ability to pay for tuition.
11. All families receiving awards must submit their final 2023 Pay Stub(s) when prompted by Clarity. Awards are considered "provisional" until tax returns have been submitted and verified. If a tax return is not submitted on time, awards can be put on "hold."
12. Families must also complete IRS Form 4506, which allows MMS to obtain a copy of their tax return directly from the IRS. Families will be billed \$75.00 if the school needs to obtain a tax return for a family.