

Your Child's Tuition

Seton Montessori School is a not-for-profit organization, and we rely on our community families to underwrite the excellent Montessori education that their children receive. The program in which your child is enrolled determines the tuition amount. This tuition is for the full academic year and is paid prior to the dates of service. A \$100 non-refundable application fee is due at the time an application is submitted. A deposit (10% of the academic year tuition) is due at the time an offer of enrollment is extended. There is a \$75 non-refundable re-enrollment fee (per family) and deposit due annually in February for continuing students. Application fees, re-enrollment fees and tuition deposits are payable by check or money order.

Paying Tuition

You may elect to pay the full academic year tuition upon enrollment. A 2% discount can be applied when the full tuition is paid **prior to August 1, 2023**. Tuition is payable by check, money order or through an online payment link.

For the convenience of our families, we also offer two other tuition payment plans from which you may choose:

Nine Installment Plan

The tuition (less the 10% deposit paid at the time of enrollment) is divided into nine installments. The first installment is due on August 1st, the second on September 1st, and so on. The ninth and final installment is due April 1st. Monthly installments do not correspond to the particular month when payment is made.

Payment Schedule: Nine Installment Plan

<u>Installment</u>	<u>% of Tuition</u>	<u>Due Date</u>
Deposit	10%	At Enrollment
First	10%	August 1 st
Second	10%	September 1 st
Third	10%	October 1 st
Fourth	10%	November 1 st
Fifth	10%	December 1 st
Sixth	10%	January 1 st
Seventh	10%	February 1 st
Eighth	10%	March 1 st
Ninth & Final	10%	April 1 st

Two Installment Plan

The tuition is divided into two payments. The 10% deposit paid at the time of enrollment is applied to the first installment due on August 1st.

Payment Schedule: Two Installment Plan

<u>Installment</u>	<u>% of Tuition</u>	<u>Due Date</u>
Deposit	10%	At Enrollment
First	40%	August 1 st
Second	50%	January 1 st

Late Payments & Fees

Tuition payments are due according to the plan you selected upon application to the school. It is the responsibility of each family to ensure payments arrive on time.

Payments received more than five business days after the due date will result in a \$25 late fee. Payments that are 30 days late will result in a second late fee in the amount of \$50. Payments that are 60 or more days late will result in disenrollment of the student from school. Payments declined by the bank for any reason will result in a \$25 fee.

Prorated Tuition

Academic year tuition is prorated for students who are enrolled after the beginning of a program and for students who are withdrawn with proper notification prior to the end of the academic year. Calculations for prorated tuition are based on half-month time periods and are not determined on a daily basis.

(over)

Refunds & Withdrawals

The option of canceling enrollment is provided with **written notice** to the school 30 days prior to the effective withdrawal date. The last day to withdraw before the start of the school year without forfeiture of the 10% tuition deposit is July 15th for Infant, Toddler, Early Childhood and Elementary programs. After the start of the school year, the last day to provide written notice of withdrawal with the refund of tuition is February 1st. Adjustments and refunds of tuition are made according to the practices and policies of the school.

Seton Montessori School will not refund any payments, and parent is not relieved from the obligation to pay any amounts under the enrollment contract, for school days missed or sessions shorter than the assigned time. In addition, in the event an action, event, or occurrence beyond Seton Montessori School's control ("Force Majeure Event"), including but not limited to earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, state of emergency, epidemic, or pandemic, including SARS-CoV-2 (Covid-19), which in Seton Montessori School's opinion makes holding class, or renders fulfillment of Seton Montessori School's duties and obligations under this contract, inadvisable, illegal, impractical, or which prevents or materially impacts Seton Montessori School's ability to fulfill its duties and obligations, then Seton Montessori School is entitled, in its discretion, to: (a) suspend the performance of its duties and obligations under this contract; and (b) as soon as reasonably practical, deliver distance learning. The occurrence of a Force Majeure Event, and Seton Montessori School's decision to suspend its performance and/or deliver distance learning in response to a Force Majeure Event, does not entitle parent to any refunds from Seton Montessori School, nor does it relieve parent of the obligation to pay all tuition owed to Seton Montessori School. In addition, Seton Montessori School is not responsible or liable for any amounts, nor shall it be deemed to have breached the enrollment contract, for any failure or delay in fulfilling any term of the enrollment contract, when such failure or delay is caused by or results from one or more Force Majeure Events.

Late Pick-up & Early Drop-off *(Please be aware this service may be unavailable throughout the 2023-2024 school year.)*

If you know in advance that you will be late, please call the school office and your child's teacher will be informed. There will be a \$5 charge for every 5 minutes or portion thereof for any child who is picked up after his or her scheduled dismissal time. Arrangements must be made **by phone** through the school office 24 hours in advance if an early drop-off is needed. Please call between 9am and 4pm. There is a minimum fee of \$20 per hour.

Frequently Asked Questions

What forms of payment do you accept?

Seton Montessori School accepts personal checks, money orders, and cashier's checks. We do not accept cash for payment of tuition. Many families have found it convenient to utilize the instant online payment system (select the "View & Pay Invoice" link on your invoice) or set up automated payments through their financial institution. Payments should be sent to Seton Montessori School, 5728 Virginia Avenue, Clarendon Hills, Illinois 60514.

Do you offer any discounts?

Yes. A second (or third, or fourth...) child enrolled in Seton Montessori School or Seton Summer Camp will receive a 10% discount off the lesser tuition.

May I change my child's program after the school year has begun?

Yes, depending upon availability. There is a \$50 processing fee for program changes.

My employer has a Flexible Spending Account (FSA) program and I need proof of tuition. Can you help?

Yes. Whether you need a receipt for flexible spending reimbursement or end-of-the-year records, you can request this documentation from the school office. A request form can be found at www.setonmontessori.org under the "Current Families" then "Forms & Materials" tabs. Please allow 3-5 business days for processing.

Other questions?

Please do not hesitate to contact the school office at (630) 655-1066. Our staff is happy to assist with any questions or requests you may have.