

Please read the contract terms below and sign the bottom of this form.

Registration Deposits, Payment Terms, Discounts

- The registration fee and tuition deposits are nonrefundable and nontransferable.
- Preschool, Enrichment classes require a **nonrefundable** tuition deposit of 10% of the annual tuition due upon registration.
- Kindergarten, Elementary classes require a **nonrefundable** tuition deposit of 20% of the annual tuition due upon registration.
- On Waiting List: After October 1, 2010 at your request, we will refund your tuition deposit and remove you from the waiting list if you have not been placed in a class.
- Tuition is an annual program fee that may be paid in a lump sum or divided into ten (monthly) installments for your convenience. Annual tuition paid in full by September 10th will be discounted by 3% only if paid by check or in cash.
- Tuition is computed according to the number of actual school days in a school year and does not include holidays, vacations, in-service, and conference days. Any daycare used on these non-school days will be billed at the hourly rate.
- Tuition is due on the first day of each month. You will not receive a bill each month for tuition unless payment is past due.
- Payments can be made in cash, by check, by Visa or MasterCard.
- There are no refunds for absences or snow days.
- Unused prepaid daycare is nonrefundable.
- A \$10 late fee will be applied for payments received after the 7th of the month.
- If an account is more than one month in arrears, payment arrangements must be in place to maintain enrollment, and daycare use will be restricted unless prepaid.
- Credit card information is required upon registration to be used by SMS in the event of a 30-day past due balance.
- Checks returned by a bank will be subject to a \$25 charge.
- A 5% discount is applied to each child's tuition for families with more than one child attending SMS concurrently.
- Discounted unlimited prepaid Early Birds and After School Club daycare must be paid by the 1st of the month. Otherwise, any daycare used will be billed at the hourly rate.
- A surcharge of \$2 per minute will be assessed for daycare pick-up after 6:15 P.M. This is in addition to the hourly daycare rate.
- In the event that more than one individual assumes financial responsibility for tuition and other charges, all such parties must sign the registration contract. If only one signature is provided, that individual assumes full financial responsibility for all charges.

Field Trips

I authorize my child to participate in school field trips. I understand that I will be given prior notice of each trip. I also authorize Sammamish Montessori School (SMS) staff to take children into and out of the classroom to the playground.

Photo Authorization

I allow my child to be photographed in the classroom, on school field trips or during other school functions. I give permission for any such photographs to be used in SMS newsletters, SMS website, during SMS presentations, or in other SMS property and to be made available to parents of other SMS students.

Observance of Speed Limit and Traffic Rules

I agree to drive no more than 10 mph and obey all traffic rules on and around SMS property.

Withdrawal From School During the School Year

I understand that enrollment is a commitment for the entire school year and intend to complete the entire term. I understand that registration fees and tuition are nonrefundable and nontransferable. If unforeseen circumstances occur, I agree to provide one month's written notice. If I am unable to provide one month's written notice, I agree to pay one tuition installment instead. If no written withdrawal is received, responsibility for tuition for the entire school year remains, regardless of attendance. I understand that I will not receive any refunds for tuition, registration fees or unused daycare time and that tuition deposits may only be applied to September 2010 (Kindergarten, Elementary only) and June 2011 tuition payments and may not be applied toward any other charges.

Withdrawal From School Prior to the School Year

Preschool, Enrichment: I understand that the school must be informed, in writing, no later than August 1, 2010 if my preschool child will not be starting in September and I am aware that if I fail to do so that I am responsible for the September tuition payment. I understand that if I fail to provide written notice of withdrawal, responsibility for tuition for the entire school year remains regardless of attendance. I understand that the registration fee is nonrefundable and nontransferable and that tuition deposits may only be applied to the June 2011 tuition payment.

Kindergarten, Elementary: I understand that the school must be informed, in writing if my child will not be starting in September. I understand that the registration fees and tuition deposits are nonrefundable and nontransferable and may only be applied to September 2010 and June 2011 tuition payments. I understand that if I fail to provide written notice of withdrawal, responsibility for tuition for the entire school year remains regardless of attendance.

Signature of person(s) responsible for tuition payments -- I have read and agree to all of the above conditions:

Signature: _____ Relationship to student: _____ Date _____

Signature: _____ Relationship to student: _____ Date _____

Previous school(s) attended _____

How did you learn about Sammamish Montessori School? _____

The Sammamish Montessori School

ID # 91-2027264

CREDIT CARD AUTHORIZATION

1) I authorize Sammamish Montessori School (SMS) to keep my signature on file and to charge my credit card account for any unpaid amounts I owe that are 30 days past due. I understand that this authorization will remain in effect until 60 days following the completion of the school year (including summer school if enrolled). I agree to contact SMS if there are any changes to my credit card account information including a change of the expiration date. If more than one person is responsible for a student's tuition, both parties must have current and valid credit card information on file to ensure enrollment.

2) Please initial next to your choice to help us manage your account as you would like us to:

_____ Yes – I wish to pay for tuition and daycare charges automatically using my credit card.

_____ No – I will pay tuition and daycare charges with cash, by check or by credit card in person.

Note: You must update this information each school year, either by filling out a new form or by modifying this form.)

Cardholder Name: _____

Cardholder Billing Address: _____

City: _____

State: _____

Zip: _____

Account Number: _____ - _____ - _____

Security Code: _____

Expiration Date: _____ (month/year)

VISA MC

Card Holder Signature: _____

Date: _____

Student Name(s): _____

Student's Last Name

REQUIRED FOR REGISTRATION