

# GREENHOUSE MONTESSORI SCHOOL

## PAYMENT POLICY

The school year tuition may be paid in ten equal monthly installments for the full 10-month school year. Some months will have more school days, e.g. September and October, and some will have fewer, e.g. December and June. But the payment amount due is the **same each month**.

Please see your Admission Agreement for a detailed explanation of our Withdrawal Policy and your responsibilities as far as tuition. Please note, however, that the school year tuition will NOT be prorated for withdrawals after April 30. You will be held responsible for the balance of your school year tuition whether or not your child attends in May and June.

Tuition payments may be made by **check** (leave in the collection basket on the Sign In/Out shelf) or **cash** (bring to the office for a cash receipt). You may also direct your bank online to send a check to Greenhouse by mail. We are not set up for electronic payments.

### **Late Payment Fees:**

The following fee schedule is based on the date we receive your payment, whether in person or by mail.

If tuition for the month is not received in full by the 5<sup>th</sup> of the month (or the next business day if the 5<sup>th</sup> falls on a weekend or holiday), the following fees will be assessed:

Payment received after the 5<sup>th</sup>, but by the 10<sup>th</sup> = \$5.00

Payment received after the 10<sup>th</sup>, but by the 15<sup>th</sup> = \$ 10.00 + \$ 5.00 = \$ 15.00

Payment received after the 15<sup>th</sup>, but by the 20<sup>th</sup> = \$ 15.00 + \$ 15.00 = \$ 30.00

If tuition is not received in full by the 20<sup>th</sup>, the student will be immediately withdrawn from the school and your tuition deposit will be applied to the balance due.

Exceptions to this policy may be granted by the directors **if a request is made, in writing, by the due date.**