

Terms and Conditions

1. Students are billed program tuition from the date of enrollment forward. Tuition for summer program is billed monthly (per session) based on the number of weeks selected in a session.
2. Session week(s) may not be canceled after the cancellation deadlines listed on the Enrollment Agreement form submitted to the office. If there is space available the week(s) may be exchanged for a different session week(s). There is a \$10 change fee for each time a Summer Change form is submitted to the office for exchanged weeks and/or cancellations. Camps can be added in person or writing only. AMS will not accept verbal additions of camp weeks. Weeks can be added without a fee charged.
3. Payment Schedule: Tuition is billed in advance and due by **the last day of the month** in which it is billed. Sessions are prepaid. Children are not permitted to attend session until tuition for that session is paid. AMS provides a 10-day grace period for payment. Payments received 10 days after the due date will be assessed a \$10 finance charge.
4. Late Pick Up: If you do not pick up your child at the scheduled time, a late pick up fee is assessed at a rate of \$20.00 for the first five minutes, plus \$2.00 per minute thereafter.
5. The signer of the *Summer Enrollment Agreement* is responsible for making timely payments of all fees and tuition.
6. Accounts over 45 days past due are delinquent and may be subject to collections. If collection action is necessary to collect account balance, you (signer of the *Summer Enrollment Agreement*) will be responsible for all fees related to that collection.
7. Tuition may be prepaid at any time.
8. Payment of tuition is required when student is ill or unable to attend. There is no pro-ration of tuition.
9. The Executive Director of Anchorage Montessori School (AMS), without prior approval of the Board, reserves the right to have any parent withdraw their child from AMS if it is deemed in the best interests of the school.
10. Payments are to be made in person at the front desk or by mail to: Anchorage Montessori School, 5001 Northwood Drive, Anchorage, AK 99517. Receipts are issued at time of payment. Payments may be made via cash (in person only), check, money order, or credit card. Credit card payments can be made online from the *Parents* page of our website at: <http://www.anchoragemontessorischool.org/parents.html>
11. I understand I am responsible for reading and complying to Anchorage Montessori School's *Parent Handbook* located on our website at: www.anchoragemontessorischool.org

I have read and agree to abide by the *Terms and Conditions* by signing the front of this form.