



Parent Financial Commitment Form 20__-20__ Children's House

This form **MUST** be completed and returned by ____, 20__ in order to reserve a place for your child for the 20__-20__ school year.

PAYMENT PLANS

Single Payment:

- The tuition deposit is due by ____, 20__ and is non-refundable. The full or remaining tuition balance is due on or before August 1, 20__.
- Single payment payers may opt to buy tuition insurance (see below).

Monthly Payments:

- The tuition deposit is due by ____, 20__ and is non-refundable.
- The remaining balance due will be withdrawn by automatic EFT in monthly payments, beginning August 1, 20__.
- If you choose to have Sunstone finance the yearly tuition, an added monthly finance charge has been assessed, and is included in the monthly payment amount.
- Tuition insurance is required for monthly payment plans (see below).

TUITION INSURANCE

Important: This form legally commits a family or obligor to paying the entire tuition **even if a child leaves school during the year for any reason**, including reasons that are within or beyond the family's, student's, or Sunstone's control. To help manage financial risk for families and the school, Sunstone offers tuition insurance to families making single payments and requires it for families making monthly payments. More information is available from Cathy Elliott, Head of School - celliott@sunstonemontessori.org.

FEES

Sunstone charges **non-refundable** fees in addition to the base tuition:

- A one-time Registration Fee **per new student** of \$400 helps cover administrative costs associated with enrolling new students, due with the deposit.
- A one-time Building Fee **per new family** of \$850 helps support past, present, and future capital expenses. This fee may be spread over monthly payments.
- An annual Activity/Material/Emergency Supply Fee of \$375 for Children's House is due August 1, 20__.
- An annual Snack Fee of \$225, split into two payments with half due August 1, 20__ and second half due January 1, 20__.
- Tuition Insurance Premium, equal to 2.05% of the annual tuition (optional with a Single Payment), due September 1, 20__.

TRUE TUITION

In order to keep our program affordable for more families, tuition is set below the true cost of education at Sunstone Montessori School. **You can help keep our program affordable, and support families for whom tuition would otherwise be out of reach, by making up the difference between tuition and the true cost of education at Sunstone Montessori School.**

We offer two options to offset this difference.

- **True Tuition:** in addition to your base tuition, an additional tax-deductible contribution to cover the true cost of educating **one child**
- **True Tuition Plus:** in addition to your base tuition, an additional tax-deductible contribution to cover the true cost of educating **two children**

Sunstone Montessori School
Parent Financial Commitment Form 20__-20__

Student Name: _____

Children's House

1pm Children's House

Single Payment Plan

- 1pm Children's House tuition **\$14,800.00**
- Deposit due _____, 20__ **\$1,480.00**
- Balance due August 1, 20__ **\$13,320.00**

- Optional tuition insurance **\$304.00**
 due September 1, 20__

Monthly Payment Plan - must use EFT

- 1pm Children's House tuition **\$15,100.00**
- Deposit due _____, 20__ **\$1,510.00**
- Required tuition insurance,
 due September 1, 20__ **\$304.00**
- 9 tuition payments (August 1-May 1) **\$1,510.00**

I want to pay the deposit with: check *EFT

I want to pay the balance with: check *EFT

**If you selected EFT, fill out EFT section below.*

3pm Children's House

Single Payment Plan

- 3pm Children's House tuition **\$14,800.00**
- Deposit due _____, 20__ **\$1,480.00**
- Balance due August 1, 20__ **\$13,320.00**

- Optional tuition insurance **\$304.00**
 due September 1, 20__

Monthly Payment Plan - must use EFT

- 3pm Children's House tuition **\$15,100.00**
- Deposit due _____, 20__ **\$1,510.00**
- Required tuition insurance **\$304.00**
 due September 1, 20__
- 9 Tuition payments (August 1-May 1) **\$1,510.00**

I want to pay the deposit with: check *EFT

I want to pay the balance with: check *EFT

**If you selected EFT, fill out EFT section below.*

Additional Fees (if applicable)

- Per new student: One-time Registration Fee **\$400.00** (_____, 20__)
- Per new family: One-time Building Fee **\$850.00** (optional monthly payments)
- All CH students: Activity/Material/Emergency Supply Fee **\$375.00** (due August 1, 20__)
- All CH Students: Snack Fee **\$225.00** (\$112.50 due August 1, 20__, \$112.50 due January 1, 20__)

***True Tuition**

YES! I would like to make up the difference in tuition and pledge to cover the true cost of education at Sunstone Montessori School. I pledge to make the following tax-deductible contribution:

- True Tuition** donation/pledge **\$1,500.00** **True Tuition Plus** donation/pledge **\$2,500.00**

**A member of the Sunstone Development department will contact you about your pledge. Sunstone Montessori School is a nonprofit 501(c)(3) organization. Your gift is tax-deductible to the extent allowed by law. Our tax ID number is 93-1292445.*

(EFT) Electronic Funds Transfer Information (must complete if selected monthly payment option)

I hereby authorize Sunstone Montessori School, through its bank, to establish Electronic Funds Transfer (EFT)

FOR: Tuition Deposit Tuition Childcare Misc. Everything Billed

FROM: Bank Name: _____

Bank Routing Number: _____ Account Number: _____

Please Designate EFT Date: 5th of month 20th of month

Signature _____

Date _____

Tuition Agreement

I promise to pay to the order of Sunstone Montessori School, for the 20__-20__ academic year, the tuition amount selected above. I understand that there are other fees and charges beyond this tuition amount that may apply.

I understand that this contract must be **signed and returned** by _____, 20__ with the deposit payment debited from our account by _____, 20__ and that my single payment for the remaining tuition (Single Payment Payers only) or my first payment (for Monthly Payment payers only) must be received on or before **August 1, 2024** or the student named above will not be permitted to attend classes. Failing to make the required tuition and fee payment(s) as agreed may also result in my child losing his or her spot in the Sunstone program without any expectation or guarantee of re-enrollment for this academic year or enrollment in future programs.

Enrollment is by academic year only, regardless of the payment plan chosen. **THERE ARE NO REFUNDS FOR ANY PERIODS OF ABSENCE REGARDLESS OF THE REASON**, including, but not limited to, **Illness (regardless of duration), Medical Emergencies, Disability, Testing, Family Emergencies, Vacation, Inclement Weather, Moving/Relocation, Extracurricular Activities, or Other Events** that may result in a child attending fewer hours or days than originally anticipated in this academic year. **There are also NO REFUNDS FOR WITHDRAWAL OR DISENROLLMENT from the program for any reason except as outlined in the Obligation Schedule below.** This provision applies regardless of whether the reason for the child's absence, withdrawal or disenrollment was known or unknown, anticipated or unanticipated, planned or unplanned, within or outside of the family's / obligor's control or the control of the child or Sunstone.

Obligation Schedule. Signing this contract indicates my acceptance of the following obligations, in case of withdrawal or disenrollment from school:

- **Written notice** of withdrawal received by the Head of School **before June 1, 20__**: the tuition deposit is non-refundable
- **Written notice** of withdrawal received by the Head of School **between June 1 and July 31, 20__**: I am obligated to pay 50% of the contracted tuition and fees
- **Written notice** of withdrawal received by the Head of School **on or after August 1, 20__**: I am obligated to pay 100% of the contracted tuition and fees

Written notice contemplated by this provision must be provided directly to the Head of School either in person, via email or via regular, priority or overnight mail, as outlined in the Community Handbook.

NOTE: Tuition Insurance takes effect after attending school for 14 days. After that time, a family covered by the plan can make a claim for coverage of their remaining tuition obligation under the terms of the Tuition Refund Plan.

Sunstone Montessori School reserves the right to terminate this contract under the following circumstances: (1) if the student's behavior or lack of cooperation is deemed unacceptable by the Head of School; (2) if a parent or guardian of a student engages in behavior that the Head of School deems to be inappropriate or unacceptable on school grounds, or directed towards an employee of Sunstone, or within the community that disparages or casts a negative light on the Sunstone Montessori School Program; (3) if tuition payments are more than 30 days overdue; (4) if a threat exists to the safety and welfare of the student that is the subject of this Agreement or to other students; (5) if the Head of School determines, in her sole discretion, that the learning, educational, health or safety needs of the child are no longer being met or able to be met for any reason within the child's current classroom, the child's next successive classroom, or the overall program in general; or (6) for any other reason deemed by Sunstone Montessori School as warranting termination of the contract to preserve and protect the best interests of the School, the needs and best interests of the individual child, and/or the nurturing learning environment for the students and families served by Sunstone.

I authorize Sunstone Montessori School to collect any claim payment to which I am entitled under the Tuition Refund Plan (TRP, or Tuition Insurance) and credit it to my account, paying any excess to me. I agree to pay Sunstone Montessori School whatever balance remains unpaid (after any payment by TRP to my account) within 30 days of receipt of a final, itemized bill.

I also agree that if this contract is placed in the hands of an attorney or collection agency for collection, I promise and agree to pay all reasonable collection costs and corresponding attorneys' fees, regardless of whether a suit or action is filed. If a suit or action is filed, the amount of such reasonable costs and attorneys' fees shall be fixed by the court or courts in which the suit or action, including any appeal therein, is filed, tried, heard, or decided.

I agree to all the provisions as I have indicated above. I also agree to uphold and comply with the policies and regulations of Sunstone Montessori School as promulgated in the Community Handbook for the 2024-25 academic year.

Financially Responsible Parent/Guardian to Receive Billing:

Name: _____

Address: _____
Street City Zip

Signature: _____ Date: _____

Parenting Partner/Guardian/Spouse. Please do not sign for others; everyone must sign their own name:

Name: _____

Address: _____
Street City Zip

Signature: _____ Date: _____