



## Montessori School of Denver

# TUITION & BILLING

## 2021-2022 Tuition, Fees, and Billing Procedure

### Tuition

The Montessori School of Denver is a non-profit institution dependent upon tuition for funds necessary to pay for employees' salaries and operating expenses. Upon signing an enrollment contract parents assume responsibility for payment of tuition for the entire school year. It is understood that no reduction in the yearly charge will be allowed for absence, withdrawal, or dismissal during the school year.

Program	Ages	Hours	Tuition
Toddler All Day Toddler	2-3	8:30 am to 11:30 am 8:30 am to 3:00 pm	\$ 12,500 \$ 21,600
Primary All Day Primary	3-5	8:30 am to 11:30 am 8:30 am to 3:00 pm	\$ 12,500 \$ 21,600
Kindergarten	5-6	8:30 am to 3:00 pm	\$ 21,900
Elementary (Grades 1-5)	6-11	8:30 am to 3:00 pm	\$ 22,200
Middle School (Grades 6-8)	11-14	8:30 am to 3:30 pm	\$ 23,000
Primary-Middle School Before School Program	3-14	7:30 am to 8:10 am	\$ 1,700
Toddler-Middle School After School Program	2-14	3:00 pm to 5:00 pm	\$ 3,850

### Standard Fees

**Application Fee – \$150 non-refundable per student**

**Campus Maintenance & Safety Fee – \$1,500 per family  
Due June 1, 2021**

The Campus Maintenance & Safety Fee is assessed annually to new and returning families. This fee is used to underwrite campus and safety improvements and reflects an equitable and forward-looking way to assure an environment that meets our communities' needs and matches MSD's philosophy.

**Work Bond Deposit – \$250 per family - Due July 1, 2021**

The Work Bond Deposit is paid when a family enters the school. This fee is rolled over from year to year or refunded when a family leaves the school, unless Work Bond requirements are not met. If the requirements are not met, the deposit is forfeited and the family must post a deposit for the following school year. *This fee is due with the enrollment contract for new families.* Families who do not complete their Work Bond will be billed.

### Contingent Fees

**Contract Change Fee – \$25 per change**

- Payment Plan changes must be made by May 15, 2021.
- Tuition Insurance Plan must be added by May 15, 2021.

### Early Drop-Off / Late Pick-Up Fees

- \$25 for each 15 minutes that a student is dropped off before 8:10 am.
- \$25 for each 15 minutes that a student is picked up after carline ends (11:45 am, 3:15 pm, and 3:45 pm for Middle School).
- \$45 for each 15 minutes that a student is picked up late after 6:00 pm.

### Finance Charges

A charge of 1.5% per month (18% per year) will be added to accounts 30 days overdue. Class attendance and student record requests will be denied if accounts are not current.

## Tuition Payment Plans and Billing Procedure

**A \$2,000 tuition deposit is due with the signed contract for each student. Four payment plans are offered:**

**One Payment:** The tuition deposit is deducted from the total tuition and the balance is due August 10th, or on the first day of the month in which the student begins attending MSD.

**Two Payments:** The tuition deposit is deducted from the total tuition and the balance is divided into two equal payments due August 10th, and November 10th, or beginning on the 10th day of the month in which the student begins attending MSD and on the 10th day of a subsequent month to be determined by the school's Business Office.

**Monthly Payments:** MSD offers 12 month and 10 month payment plan options. The tuition deposit is deducted from the total tuition, a service charge of \$12 per month is added, and the balance is divided into equal payments based on the start date of the chosen tuition payment plan. Tuition payments are due the 10th, commencing in May and ending in April for the 12 month payment plan. Tuition payments are due the 10th, commencing in July and ending in April for the 10 month payment plan. No payment plan can go beyond April. **\*Purchase of the Tuition Refund Insurance Plan is required if a 12 or 10 monthly payment plan is selected.**

## SchoolAdmin Enrollment

MSD uses SchoolAdmin Enrollment Management Platform to process all enrollment contracts and to collect tuition and fees for the school. At enrollment time, an email will be sent to the parents to complete the 2021-2022 electronic contract. Parents will have the option to be invoiced or have their payments automatically deducted (ACH) from their checking or savings account. Please note: Due to Colorado law, the school does not offer credit card payments. All fees for optional programs will be billed and must be paid through SchoolAdmin, with the exception of After School Enrichment Program (ASEP) classes and Middle School Clubs.

## Tuition Refund Insurance Plan

A Tuition Refund Insurance Plan (TRIP) is available at an additional charge of 2.1% of the cost of tuition and before and/or after school care. Families choosing the monthly tuition payment plan are required by the insurance provider to purchase TRIP. TRIP is optional for families who choose a one or two tuition payment plan. TRIP is due with the enrollment contract. Please refer to the TRIP brochure or [www.tuitionrefundplan.com](http://www.tuitionrefundplan.com) for additional information.

## Optional Programs

*\*The following programs will be offered as COVID-19 distancing regulations allow us to do so.*

### Catered Lunch Program

The school offers a daily catered lunch program for all students who stay for lunch. This program is provided by an independent company and is available at an additional cost. Information on ordering is available on the Blackbaud Resource Board in August.

### After School Enrichment Program & Middle School Clubs

A wide variety of classes are offered to Primary through Middle School students three times a year by independent instructors. These classes are optional and are offered at an additional cost. Class catalogs are available at the beginning of each session (fall, winter, and spring).