



TUITION & BILLING

2023-2024 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, guardians 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	\$ 14,200 \$ 23,550
Primary All Day Primary	3-5	8:30 am to 11:30 am 8:30 am to 3:00 pm	\$ 14,200 \$ 23,550
Kindergarten	5-6	8:30 am to 3:00 pm	\$ 24,550
Elementary (Grades 1-5)	6-11	8:30 am to 3:00 pm	\$ 24,550
Middle School (Grades 6-8)	11-14	8:30 am to 3:30 pm	\$ 25,750
Primary-Middle School Before School Program	3-14	7:30 am to 8:10 am	\$ 1,860
Primary-Middle School After School Program	3-14	3:00 pm to 6:00 pm	\$ 6,365
Toddler After School Program	2-3	3:00 pm to 5:30 pm	\$ 5,305

Standard Fees

Application Fee – \$150 non-refundable per student

**Campus Maintenance & Safety Fee
\$1,500 per family due June 10, 2023**

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 10, 2023**

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 hours will be billed.

Contingent Fees

Contract Change Fee – \$50 per change

- Payment Plan changes must be made by July 31, 2023.
- Tuition Insurance Plan must be added by July 31, 2023.

Early Drop-Off / Late Pick-Up Fees

- \$25 for each 15 minutes that a student is dropped off before 8:10 am.
- \$30 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).
- \$50 for each 15 minutes that a student is picked up late from the After School program after 6:00 pm for Primary through Middle School students and after 5:30 pm for Toddlers.

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. Three 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 a 10 month payment plan option. The tuition deposit is deducted from the total tuition, a service charge of \$15 per month is added, and the balance is divided into equal payments based on the start date of the tuition payment plan. Tuition payments are due on the 10th, commencing in July and ending in April. No payment plan can go beyond April. ***Purchase of the Tuition Refund Insurance Plan is required for a monthly payment plan.**

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 guardians to complete the 2023-2024 electronic contract. Guardians may elect to pay tuition by credit card, bank account via automated bank withdrawal/ACH, or check. Payments by credit or charge card will be charged a convenience fee of 2.9%. Guardians will have the option to be invoiced or have their payments automatically deducted. 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 for additional information.

Optional Programs

**These programs will be offered dependent upon availability and pandemic restrictions.*

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 in ParentSquare's Resource Hub.

Drop-In Before School Program *when Available*

Primary, Kindergarten, Elementary, and Middle School students, currently enrolled at MSD, are eligible for before school care from 7:30 am until 8:10 am. Limited spaces are available daily. Reservations are taken by phone on a first come, first served basis, up until 2:00 pm the day before care is needed. The charge is \$20.00 per day. Please note, once a reservation is made, there are no cancellations or rescheduling.

Drop-In After School Program *when Available*

All Day Primary, Kindergarten, Elementary, and Middle School students with core program hours from 8:30 am to 3:00 or 3:30 pm are eligible for this program offering after school care until 6:00 pm. Limited spaces are available daily. Reservations are taken by phone to MSD's receptionist on a first come, first served basis, and up to noon on the day after school care is needed. The charge is \$45.00 per day. Please note, once a reservation is made, there are no cancellations or rescheduling.

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. Club options are available at the beginning of each session (fall, winter, and spring) on ParentSquare.