



Admin Use Only:  
 Enrollment \_\_\_\_\_  
 Finance \_\_\_\_\_

**Student's Full Name:** \_\_\_\_\_ **Student's Date of Birth:** \_\_\_\_\_

**Financially Responsibility:** The following individual(s) take full responsibility, including financial, for upholding the terms of this Agreement, the Free Horizon Montessori (FHM) Student and Parent Handbook and the Jeffco Public Schools Conduct Code and Related Policies, all of which are material components of this Agreement. Communications regarding payments and all other matters pertaining to this Agreement shall only be communicated to the legal Parents/Guardians of the enrolled student. *Optional enrollment in break camps and/or Before and After Care are separate processes and require separate enrollment paperwork.*

Please list all financially responsible parties below:

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Percentage of Financial Responsibility: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Percentage of Financial Responsibility: \_\_\_\_\_ Signature: \_\_\_\_\_

**In order for your student to be admitted into the classroom, the signed Tuition Agreement and first payment (one of ten payments or annual payment-in-full) must be received by the School.**

**Program Selection:** I am enrolling my child for the full academic school year at FHM. I understand that there will not be an opportunity to change my child's schedule or program unless there is space available in the alternate program and a change request is received by the Enrollment Secretary and approved by the Principal. A \$50.00 Program Change Fee shall apply.

Please, **initial** the box for the program selected and confirmed for your student in EnrollJeffco:

PRESCHOOL			
Student Must be 3 years old by October 1, 2021.			
	3 days/week (Tuesday, Wednesday, Thursday)	5 days/week (Monday – Friday)	
<b>Morning Half Day Program</b> 8:15am – 11:30am	N/A		\$5,634.10/year (\$563.41/month)
<b>Full Day Program</b> 8:15am – 3:15pm; 2:00pm dismissal every Friday		\$6025.50/year (\$602.55/month)	\$8,724.10/year (\$872.41/month)

**Tuition Payment Plan:** Please initial your selection of Tuition Payment Plan and complete referencing table above:

\_\_\_\_\_ **Plan A: Monthly Tuition Plan - Ten (10) Monthly Payments** of \$ \_\_\_\_\_

First payment is due and payable upon tuition agreement execution, no later than **June 3, 2021**. This payment is **non-refundable** and holds your student's enrollment spot. **The second payment is due August 25, 2021**, and the remaining payments are due the twenty-fifth of each month with the last scheduled payment due April 25, 2021. Payments are pro-rated and scheduled for convenience only and do not correspond to a specific month of attendance. *(See early withdrawal section.)*

\_\_\_\_\_ **Plan B: One (1) Full Payment, covering the full tuition obligation paid in full on or before June 3, 2021.**

**This option allows a 10% discount.** The adjusted annual payment equals one (1) Payment of \$ \_\_\_\_\_. Discounts for pre-payment are voided if the student withdraws prior to the end of the school year. ***This plan is available only to families enrolling for the entire school year. Disenrollment will result in proration of tuition refund without discount applied. (See early withdrawal section.)***

\_\_\_\_\_ **Plan C: One (1) Full Payment, covering the full tuition obligation paid in full on or before August 3, 2021.**

**This option allows a 5% discount.** The adjusted annual payment equals one (1) Full Monthly Payment **due on June 3, 2021** (this payment is **non-refundable** and holds your student's enrollment spot), with the remaining balance of \$ \_\_\_\_\_ *(annual rate reduced by 5%, less first payment)* due by **August 3, 2021**. Discounts for pre-payment are voided if the student withdraws prior to the end of the school year. ***This plan is available only to families enrolling for the entire school year. Disenrollment will result in proration of tuition refund without discount applied. (See early withdrawal section.)***

\_\_\_\_\_ **Plan D: Child Care Assistance Program (CCAP) qualifying student**

Based on the qualification guidelines given by the Jefferson County Department of Human Services ([www.jeffco.us/2495/Child-Care-Assistance](http://www.jeffco.us/2495/Child-Care-Assistance)), my child is eligible to receive CCAP tuition assistance. I will apply/have applied for CCAP, identifying Free Horizon Montessori (License #1512803) as my child's school of enrollment. I understand that a valid Authorization Eligibility Notice, naming my child, their FHM schedule, and any required parent fees is required for CCAP-related tuition payment adjustments. **Until an Authorization is received and processed by FHM, I will be responsible for my child's monthly tuition payments in full, including first payment due June 3, 2021.** *(See above dates and deadlines.)* Once the Authorization is processed, FHM will adjust tuition payments to match the CCAP Parent Fee and Effective Date. I agree to pay the CCAP Parent Fee, to keep my child's CCAP enrollment valid, and to complete any required attendance authorization and other documents to ensure FHM is reimbursed for my child's attendance by CCAP. Non-compliance with CCAP requirements will incur additional tuition expenses at FHM's daily tuition rate.

\_\_\_\_\_ **Plan E: Prorated Tuition** *(for use after start of school year)*

Based on my student's start date of \_\_\_\_\_, with total tuition of \$ \_\_\_\_\_. My first payment in the amount of \$ \_\_\_\_\_ is due on \_\_\_\_\_. This payment is **non-refundable** and holds my student's enrollment spot. The second and subsequent payments are due and payable on the twenty-fifth of each month, with the last scheduled payment due on or before **April 25, 2021**. Payments are pro-rated and scheduled for convenience only and do not correspond to a specific month of attendance. I understand that the monthly amounts listed above reflect the full school year and my monthly amount might be higher or lower depending on the actual student contact days remaining in the school year from my student's start date and the number of months remaining for payment. ***This plan is available only to families enrolling after September 1, 2021.***

\_\_\_\_\_ ***Check here if your child is on an IEP. Students on an IEP will be credited at the half-day rate and are responsible for the tuition balance owed for full-day enrollment (if full-day, select payment plan above).***

\_\_\_\_\_ ***Check here if current FHM Employee. See FHM Staff Handbook for "staff child" tuition benefit details.***

**Refunds** will not be granted if your student is withdrawn from school after March 1, 2022. Discounts given for annual tuition pre-payment are voided in the event of a refund. There are no tuition credits for absences, including sickness, medical procedures, religious observances, vacations, disciplinary actions, remote learning or school closures, including weather-related or other emergency closures. *See the Early Withdrawal Policy set forth below.*

**COVID Closure Policy** In the event of a closure or move to remote learning due to health department or other government agency mandates no tuition credit will be given, unless the closure is for more than 11 consecutive school days. Starting on Day 11 a credit of 25 % will be calculated based on your student's daily rate. This credit will be applied in April 2022.

**Adherence to Admissions, School, and District Policies:** Both my student and I must comply with all School and District admissions policies and procedures. Effectiveness of this Agreement is subject to final approval of my student's admission in accordance with such policies and procedures.

The Academic School Year is from the First Day of School (*or, if my student is starting after the First Day of School, from starting date, as listed in Payment Plan E above*) through the Last Day of School, as reflected on the School Calendar, which is subject to FHM Board approval and to change. Changes to the School Calendar will be posted in FHM's periodic newsletters and/or posting on the FHM's web site.

**Early Withdrawal Policy:** Withdrawal/Disenrollment from FHM during the school year **requires** 30 calendar days' written notice to the FHM Enrollment Secretary and completion of disenrollment forms as outlined in the FHM Student and Family Handbook. Families may be responsible for a withdrawal fee equal to 10 percent of the student's annual tuition. If your student withdraws prior to the beginning of school year, the first payment made to reserve your student's position is **non-refundable** and will serve as the withdrawal fee. The withdrawal fee may be waived if the withdrawal is initiated *by the school* for lack or readiness, behavior or financial default, at Principal's discretion. Discounts for annual tuition pre-payment are voided in the event of disenrollment regardless of reason. Families will receive a refund of monthly tuition minus the withdrawal fee from written notice through the last day of the 30 calendar days or the Last Day of School, whichever comes first. Note that it may take 6 - 8 weeks to process checks. **No tuition deduction or credit will be made for withdrawals after March 1 regardless of notice and/or attendance, and tuition through the Last Day of School will be owed.**

**Responsibility:** I agree to be responsible for any loss, damage or destruction by my student of any property of the School or District by paying the full replacement cost, including any applicable shipping and handling charges.

**School Dismissal:** I agree to pick-up my student during the (10) ten-minute window of dismissal as set forth in the FHM Student & Parent Handbook. I understand a fine of \$1.00 per minute - per student - will be assessed starting at the end of the designated dismissal window until the student is picked up. I understand that I, as the parent/guardian, am responsible for late pick-up fines regardless of carpool or other arrangements. Please be cognizant of this policy providing ample time as necessary to meet its requirement. *FHM will take into consideration weather and unforeseen circumstances when necessary.*

**Payment Procedures:** Payments are due on the 25<sup>th</sup> of the month as identified in the selected plan above. FHM accepts cash, checks, money orders, or Visa, MasterCard, Discover and American Express. Preferred method of payments is through the JeffcoConnect online payment system, accessible via the FHM or Jeffco Public Schools websites. Checks and money orders can be left in the locked payment box located outside the front doors Monday- Friday between 7:30 am - 4pm through June 3<sup>rd</sup> 2021. To assure accounting accuracy, include your student's full name in the memo field of the check or money order along with a description. Payment can also be made in person or by phone to the Financial Secretary by scheduling an appointment during regular office hours by calling 303-982-0093.

**Late Fees and Returned Checks:** If payment is not received by the end of office hours on the 1st of the month, a \$30.00 late fine shall be imposed. If an account runs late more than once during the school year, an accelerated payment plan may be required or your student's enrollment may be immediately terminated. Monthly invoices will **not** be sent, so please track your deadlines accordingly. A \$50.00 service charge will be assessed for any returned checks and all non-sufficient fund (NSF) charges.

Please note, FHM will not carry any accounts in arrears. It is your responsibility to keep your account current to avoid termination of enrollment. FHM is entitled to all costs of collection, including reasonable attorney's fees in the event of the parent/guardian's default of this Agreement.

**Parent Acknowledgments:** The parties identified on page one, please initial next to each acknowledgment below:

\_\_\_/\_\_\_ I/We hereby acknowledge that I attended/will attend a New Parent Orientation. In 2021-22, the New Parent Orientation information will be delivered remotely. Student information will be collected via a questionnaire in the Enrollment Packet with a virtual teacher visit in August.

\_\_\_/\_\_\_ I/We understand FHM may terminate my student's enrollment if I fail to comply with the financial requirements outlined in this agreement. I understand that my student's account must be paid in full and any outstanding tuition or fees accrued while enrolled at FHM will follow my student to other Jeffco Public Schools.

\_\_\_/\_\_\_ I/We have read, understand, and agree to abide by all of the terms outlined in this Agreement and ~~material~~ components including Jeffco Student Conduct Code and Related Policies. I/We will read and abide by the FHM Student and Parent Handbook which will be published no later than one month prior to the start of the 2021-2022 school year. I understand FHM may terminate my student's enrollment if I or my student fails to abide by these established policies, procedures, and standards of conduct (including toilet training).

\_\_\_/\_\_\_ I/We understand and agree to abide by the FHM Early Withdrawal Policy.

\_\_\_/\_\_\_ I/We understand that all complaints must be handled according to the FHM communication policy as outlined in the FHM Student and Parent Handbook. Should I wish to file a grievance, the grievance policy as outlined in the FHM Board Policy Manual must be followed.

\_\_\_/\_\_\_ I/We understand and agree that this Agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the Parent(s)/Guardian(s) signed below and the authorized school official at FHM. I also understand that if I default upon this agreement, I will be responsible for payment of any collections fees or attorney's fees incurred by FHM.

\_\_\_/\_\_\_ I/We understand that FHM is an Option School with Innovation Status and as such, there may be times when FHM decisions affecting the FHM-operated primary program may differ from that of a Jeffco-operated preschool. In those cases, FHM policy and this tuition agreement take priority.

\_\_\_/\_\_\_ I/We understand that FHM offers continued enrollment for subsequent school years to current FHM students whose accounts are in good standing.

\_\_\_/\_\_\_ I/We understand that FHM encourages families to volunteer 30 hours of time to FHM during the calendar school year.

\_\_\_/\_\_\_ I/We agree to allow FHM to share contact information (email / phone) with the FHM Community Support Network.

My/Our signature(s) below signifies that I/we have read and understand all aspects of this Agreement and recognize my/our legal responsibilities in regard to this contract

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date