



2023-2024 Preschool (PK) Tuition Agreement

Free Horizon Montessori PK-8

15920 W. 10th Ave. • Golden, CO 80401

303.982.0275 Telephone 303.982.0274 Facsimile

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 PK-8 (FHM) Student and Family 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.

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: _____

Families notified of Student's acceptance must submit this signed Tuition Agreement and first payment (one of ten payments) or annual payment-in-full amount to the School at time of enrollment. Families notified of Student's acceptance after June 07, 2023 will be required to submit by mail the enrollment packet including the first payment. Proof of UPK Program Acceptance must be attached with this Agreement. If payment is not received, the student may not be able to attend Free Horizon Montessori. Optional enrollment in Morning and After Care programs are separate processes and require separate enrollment paperwork.

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.

Initial the box for the program selected and confirmed for your student in EnrollJeffco:

Preschool Program Tuition		
Student Must be 3 years old by October 1, 2023		
	Three days per week (Tuesday, Wednesday, Thursday)	\$7,086.24/year (\$708.62/month)
	Five days per week (Monday – Friday)	\$9,984.40/year (\$998.44/month)

Preschool UPK Program Tuition				
Student must turn 4 years old by October 2, 2022 or 3 years old by October 1, 2023				
Proof of Program Acceptance must be attached with this Agreement				
Three days per week		Five days per week		
	\$1,195.71/year (\$119.57/month)		\$4,093.87/year (\$409.39/month)	4 year old with no qualifying factors (UPK funded \$5890.53)
	\$0 Tuition Fully Covered by UPK Program		\$0 Tuition Fully Covered by UPK Program	4 year old with one qualifying factor (UPK Fully Funded)

Check here - Student Qualifies for IEP

Check here - Current FHM Employee
See FHM Staff Handbook for “staff child” tuition benefit details.

Tuition Payment Plans

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

Plan A: Monthly Tuition Plan - Ten Monthly Payments (three full days) or (five full days) as indicated in selection section. First payment is due at time of enrollment.

The first payment is nonrefundable to hold your student's enrollment spot. The second payment is due August 25, 2023. The remaining payments are due the twenty-fifth of each month with the last scheduled payment due April 25, 2024. Payments are prorated and do not correspond to a specific months of attendance.

Plan B: One Full Payment Annual Tuition – Available until June 7, 2023

This option includes a 10% discount. Disenrollment will result in proration of any remaining balance without the discount applied, less prorated monthly tuition and withdrawal fee. Discounts for annual tuition pre-payment are voided in the event of disenrollment, regardless of reason.

Plan C: Colorado Child Care Assistance Program (CCCAP) qualifying student

Based on the qualification guidelines given by the Jefferson County Department of Human Services (www.jeffco.us/2495/Child-Care-Assistance), my child is eligible to receive CCCAP tuition assistance. I will apply/have applied for CCCAP, 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 CCCAP-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 at time of enrollment. (See dates and deadlines.) Once the Authorization is processed, FHM will adjust tuition payments to match the CCCAP Parent Fee and Effective Date. I agree to pay the CCCAP Parent Fee, to keep my child's CCCAP enrollment valid, and to complete any required attendance authorization and other documents to ensure FHM is reimbursed for my child's attendance by CCCAP. Non-compliance with CCCAP requirements will incur additional tuition expenses at FHM's daily tuition rate.

Plan D: Prorated Tuition - available after October 1, 2023 through February 29, 2024

Based on my student's start date of _____,

With the total tuition amount of \$ _____

The initial payment of \$ _____

Is due on _____.

This payment is **non-refundable** and holds my student's enrollment spot.

The second and subsequent payments of (three full days) or (five full days) are due and payable on the twenty-fifth of each month, with the last scheduled payment due on or before April 25, 2024.

Payments are prorated 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.

Adherence to Enrollment, School, and District Policies: Students, caregivers, and families must comply with all School and District enrollment policies and procedures. Effectiveness of this Agreement is subject to final approval of my student's enrollment in accordance with such policies and procedures. All complaints and grievances must be handled as outlined in the FHM Board Policy Manual.

The Academic School Year is from the First Day of School (or starting date, as listed in Payment Plan D) 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 communications.

Early Withdrawal Policy: Tuition will be charged for all student contact days on FHM Family Calendar until written notification of withdrawal and disenrollment has been received by FHM Enrollment and Finance Departments. Individual(s) on this agreement are required to provide written notification no less than 30 calendar days. No tuition deduction or credit will be made for withdrawals on or after March 1, regardless of notice and/or attendance. The withdrawal fee is equal to 10 percent of the student's annual tuition, less discounts applied. If 30 days or more written notice is given, only the prorated tuition is owed and withdrawal fee is waived. Notification in writing of 30 days or less, is subject to a withdrawal fee. The withdrawal fee may be waived or reduced if the withdrawal is initiated by the school for lack of readiness, behavior or financial default at the discretion of the Principal. Discounts for annual tuition pre-payment are voided in the event of disenrollment, regardless of reason.

Refunds will not be granted if your student is withdrawn from school on or after March 1. There are no tuition credits or refund for absences, including sickness, medical procedures, religious observances, vacations, disciplinary actions, remote learning or school closures, including weather related or other emergency closures. In the event of a check refund, it may take 6-8 weeks to process.

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 labor, shipping, and handling charges.

School Dismissal: I agree to pick-up my student during the ten (10) 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 student pick up window until the student is picked up and signed out by an adult. Late pick-up fines are charged to student account regardless of carpool or other arrangements. FHM will take into consideration weather and unforeseen circumstances when necessary.

Payment Procedures: Payments are divided into ten monthly payments and are prorated to the actual number of student attendance days and do not correspond to specific months. Payments are due on the 25th of the prior month as identified in the selected plan above. Preferred method of payments is online through the Infinite Campus Parent Portal, accessible via the FHM or Jeffco Public Schools websites.

https://jeffcopublicschools.org/family_portal/infinite_campus_parent_portal

FHM accepts checks, money orders, or Visa, MasterCard, Discover and American Express. Checks and money orders can be left in the locked payment box located outside the front doors, Monday-Friday between 7:30 am – 4:00 pm on school days. To assure accounting accuracy, include your student's full name on the check or money order along payment explanation. Payment can also be made in person or by phone to the Financial Secretary by scheduling an appointment during regular office hours by calling 303-982-0275. FHM may terminate my student's enrollment if I fail to comply with the financial requirements outlined in this agreement. 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.

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. FHM offers continued enrollment for subsequent school years to current FHM students whose accounts are in good standing.

Late Fees and Returned Checks: If payment is not received by the end of office hours on the 1st day 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 nonsufficient fund (NSF) charges.

Parent/Guardian Acknowledgments

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.

FHM is an Option School with Innovation Status and as such, there may be times when FHM decisions affecting the FHM operated preschool program, and is independent from Jeffco Public School Preschool programs. In those cases, FHM policy and this tuition agreement take priority.

FHM encourages families to volunteer 30 hours of time to FHM during the calendar school year.

We have read, understand, and agree to abide by all of the terms outlined in this Agreement and material components including FHM Student and Family Handbook, Jeffco Public Schools Student Conduct Code, and related policies. 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).

The signature(s) below signifies agreement to the terms listed in this Agreement, and have read and understand all aspects of this Agreement and recognize the legal responsibilities in regard to this contract.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date