



2850 Bloor St West Toronto ON  
416.234.9127

## TERMS OF ENROLMENT, ADMISSION AND DISCHARGE POLICY

### **REGISTRATION PROCEDURE:**

In order to register a child at Prince Edward Montessori School please submit the following:

1. Parent(s)/guardian(s) must observe a casa class and decide that the Montessori pedagogy is the education of choice for their child(ren)
2. A completed Application Form
3. \$500.00 registration fee and the last month deposit.

Parent(s) /guardian(s) have the option of choosing one of the two payment plans. Please refer to the Fee Schedule.

1. Prince Edward Montessori School reserves the right to accept or reject this application and also to request the withdrawal of any child if, in the opinion of the directress and the principal, this action is to the benefit of the child and/or the school as a whole.
2. The parent(s)/guardian(s) agrees to follow and adhere to the policies outlined in the Parent Handbook and other such rules and regulations that may be added hereafter.
3. The parent(s)/guardian(s) agrees to pay tuition fees according to the schedule prescribed by the school. Fees are payable on the first day of each month or term, depending on the fee schedule chosen. A \$45.00 service charge will apply to all NSF cheques.
4. The parent(s)/guardian(s) understands and agrees that the child is enrolled for the entire school year and the parent(s)/guardian(s) are liable for the entire year's tuition. Tuition fees are non-refundable after the school accepts the student's application. There will not be a deduction or refund of all or part of the tuition fees for reason of non-attendance. In specific cases where the school and parent(s)/guardian(s) agree that the child's needs cannot be met in the school environment, a one-month written notice is required prior to withdrawal. Postdated cheques will be returned, and the last month deposit submitted with the application form will apply towards the child's last month of attendance at school.



**In case of cancellation of enrolment**

Refund Schedule for Enrolment deposit (last month cheque):

100% refund before **April 30<sup>th</sup>**

50% refund **May 1<sup>st</sup>-June 15<sup>th</sup>**

Non-refundable **after June 15<sup>th</sup>**

5. In the event of a child entering the school after commencement of the school year, fees will be pro-rated accordingly.
6. In the event of the school requesting the withdrawal of a child, fees will be refunded on a pro-rated basis.
7. Families may request withdrawal from Prince Edward Montessori School by notifying the school in writing one month ahead of the date that they choose to withdraw their child from the program. **The withdrawal date must be no later than December 1st of the current year.** Upon receipt of a written request, the school will contact the parent(s)/ guardian(s) by phone or by email within 48 hours to set up a meeting with parent(s) / guardian(s), the directress and the principal to discuss any concerns that the parent(s)/guardian(s) may have before they move to withdraw their child.

Should the parent(s)/guardian(s) have concerns regarding their child's education or social/emotional development, the school will first work to resolve any issues presented by the parent(s)/guardian(s). If the parent(s) /guardian(s) still do not wish to continue the relationship with the school, the last month deposit will be kept by the school and all further post-dated cheques will be returned to the parent(s)/guardian(s).

8. Tuition fees are reviewed annually. Parent(s)/guardian(s) will be given a minimum of one month written notice of any changes in the fee structure.

**I have read the "TERMS OF ENROLMENT, ADMISSION AND DISCHARGE POLICY" and agree to be bound by the contents.**

Parent Name

Parent Signature

Date(dd/mm/yyyy)

Prince Edward  
Montessori School