

Fees Policy



Montessori
ACADEMY OF LONDON

1. Application Fee

All applicants are required to submit a \$110 non-refundable Application Fee with their Admission Application form.

2. Enrolment Deposit

All applicants must submit an Enrolment Deposit of \$1,250 (**please note, deposits paid by credit are \$1,250 + \$35 service fee**) with their Confirmation of Enrolment. This deposit, along with a signed Confirmation of Enrolment Form, secures enrolment for the coming school year, and will be applied toward the Annual Tuition Fee.

3. Annual Tuition Fees (please also refer to the current posted Tuition Fee Schedule)

The Annual Tuition Fee covers all registration and basic program delivery costs as well as local excursions, stationery supplies, work books, text books, a student folder and/or study calendar, a school yearbook and where applicable, a school t-shirt or gym uniform. It does not include special trips or event costs outside London.

4. Family & Alumni Discounts

Family discounts apply to tuition for the second and subsequent children enrolled as follows: for the second child—10%, third child—20%, fourth and subsequent children—25%. Deductions will be applied according to the tuition payment plan chosen. Please refer to the Tuition Rate Schedule for exact amounts.

A 15 per cent Alumni Discount is applied to tuition based on the following criteria: the alumni must have attended at least 3 years (one whole level) of our school; needs to be able to provide the specific years they were in attendance and the name of one of their teachers; and commit to providing their child at least the same experience – a minimum full level of 3 years. The benefits of Montessori are realized more the longer a child is part of the program and the intent of this discount is to encourage alumni to have their child in the program for an extended amount of time so that the student reaps the benefits of an accredited Montessori experience.

5. Activity Fee – Elementary/Junior High

Activity Fees are collected at the Elementary and Junior High levels. We make every effort to offer our students as many enhanced learning opportunities as possible. These fees contribute to the cost of field trips, out of town events, bussing, special supplemental activities and assist to enhance these experiences. The fees are collected in advance to avoid ongoing expenses throughout the year. As many of these events must be booked in advance, the Activity Fees are due on **October 1** of each school year payable to “Montessori Academy of London.”
Lower Elementary - \$100
Upper Elementary - \$400
Junior High - \$1,250

6. Musical Instruments

Musical Instruments need to be provided or rented at the Upper Elementary and Junior High level for participation in the music program.

7. Absences from School

Children enrol in Montessori Academy of London for one full academic year at a time. There is no reduction in fees when they are absent or unable to attend.

8. Obligation Upon Confirmation of Enrolment

When a student has received an Offer of Admission from the school, or a returning student and has in turn submitted a Confirmation of Enrolment, along with the \$1,250 prescribed deposit, they are, upon receipt of acceptance and payment of that deposit, considered enrolled for the upcoming school year. Thereafter, their parents and/or guardians are obligated to pay the full tuition and activity fees for that year, subject to the limited exceptions as outlined below in our **Refund Policy**.

A student’s continued attendance is contingent upon payment of all school fees in accordance with Plan A, B or C of the Annual Tuition Fee Schedule and applicable Activity Fees.

9. Refund Policy

Notwithstanding that a student has enrolled in the school, they may nevertheless submit a written notice of intent to withdraw either before they begin or during the school year for which payment had been received. If a written notice is received:

1. before April 1, the Enrolment deposit and all post-dated cheques for tuition will be returned;
2. between April 1 and June 30, the enrolment deposit is non-refundable, but any post-dated cheques for tuition will be returned;
3. between July 1 and November 30, the enrolment deposit is non-refundable and 50% of the Annual Tuition Fee is payable;
4. after December 1, 100% of the Annual Tuition Fee is payable



10. Method of Payment

The option of paying in installments by post-dated cheques or Electronic Funds Transfer as per the Annual Tuition Fee Schedule is offered for your convenience. Any changes to your account or method of payment must be submitted in writing to the school's Registrar's Office at least 10 business days before the next scheduled payment is due. Any cheque or payment returned to the School by the bank for any reason is subject to a \$6 replacement fee. A late fee of 1% per month (12% per annum) will be added to payments not received by the due dates. All cheques should be made payable to "Montessori Academy of London."

Additional Programs offered by Montessori Academy of London

1. Extended Hours Programs

Childcare is available for our students on a regular or occasional use basis, at the following rates per child:

\$10 per use	7:30 am to 8:40 am or 4:15 pm to 5:30 pm
\$100 per month	7:30 am to 8:40 am or 4:15 pm to 5:30 pm
\$800 per year	7:30 am to 8:40 am or 4:15 pm to 5:30 pm

Extended Hours – Late Pick-Up Fee

The Extended Hours program closes at 5:30 p.m. All families and students must have exited the school property by 5:30 p.m. A \$30 late fee will be charged for late pick-up from the Extended Hours program. Repeated late pick-up of three times will result in suspension from the Extended Hours program.

2. Camp Discovery – Adventurers (Ages 4-6)

Camp Discovery is available for children ages 4 to 6 years and runs in two-week session through July and August. Program information and camp applications are available on our website at www.montessori.on.ca/programs/camp-discovery/ beginning in March.

3. Camp Discovery – Explorers (Ages 2-3)

Camp Discovery Explorers is available children ages 2 – 3 years and runs in two-week sessions run through July and August. The program is limited to Montessori Academy families who are already enrolled in our school year program, and who are returning in September. Program information and camp applications are available on our website at www.montessori.on.ca/programs/camp-discovery/ beginning in March.

Camp Discovery Fees & Withdrawal/Refund Policy

Camp registrations must be accompanied by a non-refundable deposit of \$100. The balance of Camp fees is due by June 15.

The deposit will be cashed as acceptance of space in the program. Written notification is required to process all withdrawal and refund requests for any one or more registered camp weeks. Refunds are not issued for camp days missed for any reason.

- If withdrawal for any registered camp week occurs up to June 15, the deposit is non-refundable but any postdated cheques will be returned.
- If withdrawal for any of the registered camp weeks occurs after June 15, no refund will be made.

4. Financial Assistance

For details, please visit the "Financial Support" section of our website.