



Royal Palm Montessori Academy
12532 Cobblestone Way
Boca Raton, Florida 33428
Phone: (561) 483.3838
Fax: (561) 483.3839

FINANCIAL AGREEMENT

1. RPMA's school year runs from August to May. School tuition is from August to May and divided into 10 equal monthly payments. The monthly payments are based on the specific program selected and specified in the Tuition Rate Sheet.
2. Tuition will be due from the first to the fifth of the month. On the 6th of the month a \$50 late fee will be applied to outstanding balances. On the 10th of the month, late fee will increase to \$100. After the 15th of the month RPMA's administration reserves the right to dismiss the student for non-payment of tuition. No refunds of any previous payments will be made.
3. Monthly tuition is due regardless of absences, vacations, leave of absence, illness, hospitalization, etc. Monthly tuition has already been prorated into equal monthly payments. There are no credits for school holidays or closures due to natural disasters, State mandates, or acts of God.
4. If a parent chooses to withdraw from school for any reason, there will be no refunds of tuition paid. Parent will still be responsible for payment of current month but will not be charged for the following months of school.
5. Annual registration fee is non-refundable.
6. School supplies, pizza party fees, uniform costs, and other activity fees are all non-refundable.
7. Tuition fees can be paid by cash, check, or credit card.
 - a. Check payments: If a check is returned there will be a \$50 fee added to balance. There will be no reason for exceptions: "It has never happened before," my wallet was stolen," "the bank froze my account." No exceptions.
 - b. Credit Card Payments: No fee will be charged for credit card payment. However, if credit card is rejected there will be a 3% fee added for visa and mastercard and 5% fee added for American Express. Parents will receive monthly reminders of when tuition is due. It is the parent's responsibility to have an active credit card on file. There will be no exceptions made for stolen credit cards, lost credit cards, "it is the first time this has happen," or any other reason. Any credit card that is returned will have the appropriate fee added.
8. Late Pick ups
 - a. After 12pm or 3:30pm late pick up fee will be \$20. If picking up late more than 3 times in one month, you child will be placed in an extended program. For example, if you are supposed to pick up at 12pm but picked up late 3 times in a month, the following month, your child will be placed in the 3:30 program. If you are supposed to pick up at 3:30pm but you pick up late more than 3 times in a

month, your child will be placed in the extended day where you can pick up as late as 6pm.

- b. School closes promptly at 6pm as indicated by the clock in our front office. \$3 per minute late fee will be charged and payable to the teacher who stays after her work hours to take care of your child. We **STRONGLY** discourage pick up after 6pm. It is the parent's responsibility to have alternate individuals who can pick up in case of an emergency. We understand that emergencies can and do happen, but our teachers work extremely hard and long days, they have families and responsibilities of their own and their day ends at 6pm. No exceptions of late fee. Even if you are late by just one minute.

I understand and agree to follow regulations as stated in the above explained financial agreement.

Parent Name

Parent Signature

Name of Child

Date