



MSP Financial Policy

The Montessori School of Pensacola admits qualified students of any race, color, creed, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally available to students.

Your financial commitment to the school is an annual agreement in which you agree to pay the **full tuition**, whether or not your child can attend the entire year. This commitment cannot be canceled if your child does not attend or withdraws during the school year.

PAYMENTS

Tuition is **due on the 1st** of each month and is considered late if received after the 5th. The school may provide an invoice before the end of the month; however, it is the parent's or guardian's responsibility to make timely tuition payments, regardless of whether an invoice is received.

Any tuition payment five days or more past due will be subject to a \$30.00 late fee **per month** if the payment remains delinquent. A returned item fee of \$50.00 will be charged for returned checks or failed transactions.

If full payment, including late fees, is not received by the end of the month, the parent(s) or legal guardian(s) will be notified that their child may not return to school until the outstanding balance is paid in full. Enrollment will be canceled if tuition payments are not made according to the selected schedule. Grades and transcripts will not be released until financial obligations are satisfied.

Tuition payments begin in May for the upcoming school year. Twelve monthly payments are due (May through April), unless an annual payment plan is selected.

Discounts are valid when eligibility criteria are met and may be changed or revoked if conditions change.

If legal action is required to enforce this agreement, you agree to pay all associated costs and attorney's fees. The venue and jurisdiction will be the Circuit Court for Escambia County, Florida, and Florida law will govern this agreement.

Suppose a third party is making tuition payments on your behalf. In that case, you are responsible for informing them of the terms of this agreement and the contract termination policy (listed on the following page) before the school accepts payments from the third party.

Refunds

The school does not refund tuition for days missed or for shortened sessions. The school's duties and obligations under this contract may be suspended indefinitely, without notice, during periods in which MSP is closed due to **force majeure** events. These include, but are not limited to: hurricanes, earthquakes, fire, flooding, acts of God, war, governmental action, terrorism, epidemic, pandemic, state of emergency, or any other event beyond the school's control.

MSP has developed a plan to provide distance learning as soon as reasonably practicable and safe. If such a force majeure event occurs, the school's duties under this contract may be postponed until distance learning can be delivered or until the school, at its sole discretion, can safely reopen. In such cases, parents agree that MSP is not obligated to cancel, waive, or refund any portion of tuition owed or paid.



Schedule Changes

Parents may make **two** schedule changes per school year at no charge. A \$30.00 processing fee will apply for each additional schedule change.

CONTRACT TERMINATION

The school reserves the right to terminate this contract if it determines it cannot meet the needs of a student or family due to a serious breach of conduct or school policy—either on or off campus—that materially disrupts the orderly conduct or administration of the school.

Your financial commitment is not partial or fractional. A space is reserved for your child once you sign (including electronically), return your contract, and pay the applicable fees. The school must have a guaranteed income to meet its obligations for your child's education.

WITHDRAWAL POLICY BEFORE MAY 1st

Once enrolled, the school reserves a space for your child. Because enrollment affects staffing and planning, the school cannot release you from the financial commitment unless notified **before May 1st**. After notification, a link to the Withdrawal Form will be sent to you. Once the form is completed, this agreement may be canceled without penalty (except for forfeiture of all enrollment fees).

Continuous Enrollment Policy

The Continuous Enrollment model is designed to simplify the enrollment process, ensure your child's placement, and reduce paperwork and deadlines. To opt out, log in to Finals site and select **"Not Attending."**