

**Maple Tree Montessori Academy  
Enrollment Contract  
2023-2024 Academic Year**

Maple Tree Montessori Academy (MTMA) agrees to enroll/re-enroll \_\_\_\_\_ (the student) for the entire 2023-2024 academic school year. **I do understand that this school year is operating during a Pandemic and the school may adjust our school operating schedule as needed - determined by the State of Michigan, the Livingston County Health Department, the Michigan Department of Health and Human Services – Child Care Licensing and/or as determined by the director to be an appropriate response for the health and safety of our children, families, and staff.** In consideration of acceptance of this Enrollment Contract by Maple Tree Montessori Academy, the undersigned agrees to abide by the listed conditions and pay the required fees as specified below:

I am agreeing to accept the policies and regulations of the school as outlined in the Parent Handbook.

I understand that the contract is for the entire 2023-2024 academic school year, which may consist of in school education, remote / online education, or appropriate closures, and that the tuition is an annual fee, and I will be responsible for meeting all the financial obligations.

The annual Enrollment fee is separate from the annual tuition fees. The Enrollment fee must be paid at the time of submission of application or re-enrollment to reserve a space for the student. The Enrollment fee is refundable only if the student is not accepted by MTMA.

If a student withdraws on or prior to January 31, 2023 MTMA must be notified in writing 30 days in advance of the intended withdrawal date, stating the reason for withdrawal. Tuition for the remaining school year will be due and payable until such written notice is received. Tuition is due for 30 days after the written notice is received. MTMA will calculate and refunds of balances due based on the date of receipt of the written notice to withdraw plus the 30-day period.

If the student withdraws on or after February 1, 2024, the undersigned will be financially responsible for the remainder of the annual tuition and other charges. No refunds will be given.

The parents or guardians in writing may cancel enrollment, as specified within this Enrollment Contract, without penalty (except forfeit of the Enrollment Fee) prior to August 1, 2023. After August 1, 2024, the parents or guardians of a withdrawing student are obligated to pay a minimum of thirty days tuition.

The student whose fees are 30 days past due may not attend school until the fees are up to date without special permission of the school. All tuition payments must be up to date on May 31, 2022, or the student may not attend school. All other charges must be paid by June 30, 2023. MTMA will not release records for transferring students until all open balances have been paid. Accounts that are 90 days past due will be referred to a collection agency or attorney

There is no tuition credit or deductions for closures due to health and safety concerns or required protocols, absences, snow days, conference days, in-service days, or school holidays.

Maple Tree Montessori Academy requires the cooperation, support and full faith of the parents and guardians of the student to successfully provide the Montessori educational experience. I pledge my loyalty to the aims and ideals of the School and will bring all questions, in confidence, first to the appropriate teacher, and if necessary, to the administration. The absence of cooperation, support, and full faith by the parents or guardians, at the discretion of Maple Tree Montessori Academy, is cause for the termination of this Enrollment Contract. In the event of such termination by the school, pro-rated refunds of unused tuition payments will be made.

This contract will be interpreted in accordance with the laws of the State of Michigan. Please print and sign two copies: return one to the school and keep one for your records. I understand the conditions of this Contract and acknowledge receiving a copy of it. I understand the above conditions, no other commitments by Maple Tree Montessori Academy, verbal or otherwise, is implied.

My signature below affirms that I have read, understand, and accept the terms and conditions of this contract.

Signatures of parent(s) or guardian(s) financially responsible for the student:                      Date:

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Please print and sign two copies: return one to the school and keep one for your records.

Maple Tree Montessori Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, gender, physical or other disabilities, national or ethnic origin in administration of its educational policies, admission policies, scholarship, and other school-administered program.