



# VMPS PAYMENT POLICY

The most updated VMPS payment policy information is listed in our online enrollment process. It is also included below. Each child's enrollment process includes parent initials acknowledging this information prior to submitting the online application.

By initialing the online application and submitting it for enrollment, you agree to adhere to our payment policy, including COVID-related payment requirements.:

A. VMPS is committed to providing care at our facilities provided it is safe and effective for us to do so. Our commitment to our families is that we will strive to continue to staff our classrooms through a COVID-19-related issue, to include but not limited to, 1) a positive case, 2) a close-contact case, 3) new/more restrictive guidance for our facility from DHEC/CDC, and 4) community events such as public school closures, increased outbreak level.

B. Our school is dependent on enrollment income to staff appropriately and we require more staff than pre-COVID-19 to implement/enforce the additional precautions to keep our students and staff safe and healthy. As a result, we will apply the following payment policy specifications until further notice.

## Tuition and Fees, Start Date

All tuition is figured on an annual basis and either: a) paid in full for the year; or b) paid monthly via automatic payment over 12 months for full-time and over 10 months for half-day, school-day, and after school. Our latest Tuition and Fees schedule can be found on our website on the Parent Portal page. *Please note, there will be a 4% tuition increase effective January 1st each year.*

## **Enrollment and Enrichment Fees and Automatic Re-enrollment:**

- 1) The enrollment and enrichment fees are non-refundable.
- 2) The enrollment and enrichment fees apply to each student upon enrollment and is a recurring annual fee. All students except kindergarteners are automatically re-enrolled each year on February 1st and we will bill the enrollment and enrichment fees for the following school year on or about that date. Please notify VMPS in writing if you do not plan to attend the following school year prior to February 1st. Please then notify us 30 days prior to your child's end date with the anticipated end date.
- 3) Once we determine a start date, we will bill according to that start date even if a family decides to postpone it.



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## COVID-19 Related Information:

- 1) You agree to continue paying full tuition through a classroom or school-wide closure for up to 30 days for any reason, including but not limited to, a personal family quarantine or illness, a class quarantine as a result of a positive case in your child's class, or a change in teachers in your child's classroom as a result of COVID-19.
- 2) You agree to give a 30-day unenrollment notice for any reason.
- 3) You agree to submit a request for financial hardship to [info@villagemontessori.com](mailto:info@villagemontessori.com) with a letter from your employer or if you are self-employed, with a notarized statement that you are unable to meet the criteria above.

## Discounts, Payment Methods, Late/Early Fees, Refunds, Withdrawal

### Discounts:

- 1) Student families paying in full will receive a 3% discount
- 2) Older sibling receives a 10% discount

### Payment Methods:

- 1) Check is acceptable if paying in full or for the fees and/or first tuition payment
- 2) Autopay plan is required if paying in monthly installments (10 or 12 months)
- 3) The standard method of monthly payment is ACH and this method is free of charge
- 4) Non-standard methods of monthly payment include cash, check, or debit card and VMPS will collect a \$35 convenience fee for these methods
- 5) Credit card is also a non-standard form of payment and ProCare will collect the applicable convenience fee (this is usually around 3% of the payment)

### Late Payment Fees:

- 1) A late fee of \$25 will be assessed if payment arrives between the 3rd and 7th
- 2) A \$100 fee will be assessed if payment arrives after the 7th
- 3) A \$200 fee will be assessed if payment arrives after the 20th
- 4) Non-payment during a month could result in VMPS canceling enrollment
- 5) Please keep us informed if a payment will be late

**Refunds:** VMPS does not offer refunds. Please plan accordingly.

**Withdrawal:** 30 days' notice is required. Once a payment is made for the month, no refunds will be offered for unattended days of that month.