

Tuition Guidelines

All tuition payments are due on or before the 1st of every month. Your first payment is due on or before August 1st by 3:00 p.m. Any payments received after 3:00 p.m. on the 5th will incur a late fee of \$25. This rule will remain in place even when school is not open. If the 5th falls on a weekend, the payment must reach us by 3:00 p.m. the Friday before. We have a few options for you to make your payment on time to avoid any late fees.

- Pass the check or money order to the teacher getting your child out of or into the car.
- Chase QUICKPAY, this is a great way to set up your payment to come out automatically on the 1st of the month or as you dictate. It's quick and easy. You do need to have an account with Chase bank. Go to www.chasebank/qp and set up your account today. It will take a week before the account is set up and ready to use, so setting it up now will be beneficial and will keep you from paying a late fee. all you need is our email: info@montessorinwi.com. You must have an account with Chase already established.
- Mail the tuition check to the school for it to arrive on or before the 5th. Mail to: Montessori Academy-3602 W. 80th Lane-Merrillville, IN 46410
- Leave the check or money order in the GOLD mailbox outside the office door marked "3600". Make sure check or money order is inside a SEALED envelope.

Please note: Teachers are **NOT** to accept any cash payments. Anyone paying with cash must personally pay to Charlotte or Dawn in the office and will be given a receipt.

Cash is NOT to be left in an envelope and passed to a teacher or left in the mailbox. Anyone paying with cash and not given directly to Charlotte or Dawn will be held responsible for any lost payments.

All Tuition Agreements MUST be turned in with the August 1st payment. Students will not be permitted to school if tuition agreement was not turned in prior to the first day of school.