

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. .
- Mail the tuition check to the school for it to arrive on or before the 5th. Mail to: Montessori Academy-505 Marquette Street, Valparaiso, IN 46383.
- Leave the check or money order in the drop box adjunct to the entry door outside of the office. Make sure check or money order is inside a SEALED envelope.

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.