

## Tuition Guidelines

All tuition payments are due on or before the 1<sup>st</sup> 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 5<sup>th</sup> 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 your payment in carline before or after school
- Mail tuition checks so they will be received on or before the 5<sup>th</sup>.  
Montessori Academy of Valparaiso  
505 Marquette Street  
Valparaiso, IN 46383
- Leave payment in the black lockbox in the hallway across from the main office.
- Fill out the Tuition Express form to have your tuition automatically deducted from your checking account.
- Please **do not** leave payment in the outside mailbox

If you would like a receipt or if you have any questions regarding tuition payments please contact the office.