

## **Application Fee**

Families wishing to enrol a new student at MA must submit a \$150 non-refundable application fee along with each Online Application.

## **Enrolment Deposit**

A non-refundable enrolment deposit is required annually with each student's Confirmation of Enrolment form. This deposit, along with a completed Confirmation of Enrolment form, secures enrolment for the coming school year.

## **Annual Tuition Fees**

The Annual Tuition Fee covers all costs, including registration and basic program delivery and operational expenses. This fee also covers local excursions, stationery supplies, work books, text books, a student folder and/or study calendar, a school yearbook and, where applicable, a school t-shirt or gym uniform. It does not include special trips or event costs outside London. Please refer to the Tuition Fee Schedule on our [website](#) and the MA Parent Portal. For our Toddler and Casa programs which are licenced under CCEYA, to meet the regulations, our Fee Schedule is detailed with an asterisk (\*) for base fees (i.e enrolment deposit, tuition, lunch, extended hours). All other fees are non-base fees (NSF, late fees).

## **Payment Plan Discounts**

Tuition depends on the program and payment plan selected. Payment plan discounts are provided as follows: Plan A - \$400 discount; Plan B - \$200 discount. A payment plan discount is not offered for Plan C.

## **Sibling Discounts**

Sibling discounts apply to tuition for the second and subsequent children enrolled as follows: for the second child

-10%, third child -20%, fourth and subsequent children -25%. Deductions will be applied in accordance with the selected payment plan. Please refer to the Tuition Fee Schedule on our website or the portal for exact amounts.

## **Alumni Discounts**

A 15% Alumni Discount is applied to tuition based on the following criteria: the alumni must have attended at least three years (one whole level) of our school; needs to be able to provide the specific years they were in attendance and the name of one of their teachers; and commit to providing their child at least the same experience – a minimum full level of three years. The benefits of Montessori are realized more the longer a child is part of the program and the intent of this discount is to encourage alumni to have their child in the program for an extended amount of time so that the student reaps the benefits of an accredited Montessori experience. Please note the Alumni Discount is applicable to tuition only (additional fees are excluded) and cannot be combined with the sibling discount.

## **Activity Fee – Elementary/Junior High**

Activity Fees are mandatory and are collected at the Elementary and Junior High levels. Our tuition is the same amount at all levels of the school, other than Toddler. However, the costs associated with each level of program increases because of the additional resources provided to our students at each of these levels – including everything from extended field trips, guest speakers for the students, extra-curricular music and sport programs, musical productions, highly qualified specialty teachers, learning resources, etc. We make every effort to offer our students as many enhanced learning opportunities as possible.

These fees, in a small way, help to offset the additional costs associated with the Elementary and Junior High levels. Fees are collected early in the school year because many of these activities are often planned up to a year or two in advance. We also try to collect payment of these fees in a lump sum format so that it enables you to plan financially for the school year. The Activity Fees are due on September 1 of each school year and are payable to “Montessori Academy of London.”

- Lower Elementary - \$150
- Upper Elementary - \$600
- Junior High - \$1,350

## **Hot Lunch and Milk Programs**

Toddler, Casa and Junior High students receive a daily hot lunch covered by the Hot Lunch Fee. Please refer to the current Tuition & Fees Schedule available online for details.

Elementary students can participate in optional weekly Milk and Hot Lunch programs. Parents can order online through the MA Parent Portal.

The Junior High Lunch Program is a cornerstone of our adolescent curriculum, where every student is involved in every aspect. Elements of this program also support numerous other food-related events for Junior High and their community. For this reason, the Junior High lunch program is part of our broader school fee schedule.

## **Musical Instruments**

Musical Instruments need to be purchased or rented at the Upper Elementary and Junior High level for participation in the music program.

## **Absences from School**

Children enrol in the Montessori Academy of London for one full academic year at a time. There is no reduction in fees when they are absent or unable to attend due to illness, vacation etc.

## **Obligation Upon Confirmation of Enrolment**

When a student has received an Offer of Admission from the school, or a returning student has in turn submitted a Confirmation of Re-Enrolment, along with the prescribed deposit, they are, upon receipt of acceptance and payment of that deposit, considered enrolled for the upcoming school year. Thereafter, their parents and/or guardians are obligated to pay the full tuition and activity fees for that year, subject to the limited exceptions as outlined below in our **Refund Policy**.

A student's continued attendance is contingent upon payment of all school fees in accordance with Plan A, B or C of the Annual Tuition Fee Schedule and applicable Activity Fees.

## **Refund Policy**

Notwithstanding that a student has enrolled in the school, the parent/guardian may nevertheless submit a written notice of intent to withdraw either before they begin or during the school year for which payment had been received, subject to the following:

1. As of March 1, the enrolment deposit is due and is non-refundable;
2. Between April 1 and August 15, 50% of the annual tuition fee is refundable, less the enrolment deposit;

3. Following August 15, 100% of the annual tuition fee is payable to the School, and is non-refundable.

## **Forced School Closure**

In the unfortunate event of a multi-day forced school closure, the School will communicate with families a plan to launch our home-based learning program. Families will receive information on processes, work to be completed and expectations of the students. In the event that the school needs to remain closed for a significant period of time, the School may modify planned PD Days, holiday breaks or extend the school year up to and including June 30th. Tuition fees are non-refundable in the event of a forced school closure, unless otherwise mandated by the provincial government or the Montessori Academy of London Board of Governors.

## **Method of Payment**

The option of paying in installments by post-dated cheques or automated funds transfer, as per the Annual Tuition Fee Schedule, is offered for your convenience. Any changes to your account or method of payment must be submitted in writing to the Registrar at least 10 business days before the next scheduled payment is due. Any NSF payments alerted to the school by the bank for any reason are subject to a bank replacement fee of \$10.

For any overdue payments, the following will occur:

- When your payment is overdue you will receive an Outstanding Fee Notice from the Registrar
- If payment has not been received by two weeks following the date on the Outstanding Fee Notice, or you have not contacted the Registrar to put a new payment plan into place, a Payment Demand Notice will be issued
- If payment has not been received by 2 weeks following the date on the Payment Demand Notice, or you have not contacted the Registrar to put a new payment plan into place, your child will be withdrawn from the program and further action will be taken (collections agency, small claims court)
- Should there be any outstanding fees, families will be unable to re-enrol for the following school year or apply for Financial Assistance until the Registrar has been contacted and a plan has been agreed upon to settle the outstanding balance
- A late fee of 1.5% per month (18% per annum) will be added to payments not received by the due dates

## **Financial Support**

For details, visit the “Financial Support” section of our website or the MA Parent Portal under Resources.

## **Child Care Deduction**

Casa and Toddler fees are eligible for the Federal Childcare tax deduction. As well, a portion of the Elementary tuition fee is deemed to include a prescribed percentage allocated to child care. In February, tuition receipts for income tax purposes are issued for child care payments received during the preceding calendar year.

## **Probation Period**

The first four to six weeks of classes are a probationary period for all new students in all levels. If at any point during this probation period, the teacher feels a child or family is not yet ready for school or suited to our program, the parents will be informed and the balance of tuition will be refunded.

## **Dismissal Policy**

The goal of the school is to serve both the individual student and our school community. We reserve the right, at our sole discretion, to dismiss a student if the School is not able to meet the student's needs, if they are not in our opinion responding to the advantages of the Montessori environment, or if their conduct or the conduct of their parents is compromising the learning, safety or well-being of any member of our Community, but particularly the other students in our care and our Staff. In assessing such conduct, we will refer to our Code of Ethics, which students and their parents affirm at the start of each year and agree to be bound by throughout.

## **Additional Programs Offered**

### **Extended Hours**

Montessori Academy offers an Extended Hours program to families who require supervision for their children before or after school hours. Register your child online for our Extended Hours program through the link on the school's website under Programs / Extended Hours or on the MA Parent Portal under Resources. Supervision is available on an annual, monthly, or urgent need basis. Early Hours is 7:30 a.m. – 8:30 a.m. or any part thereof. After Hours is 3:45 p.m. – 5:30 p.m. or any part thereof.

### **Extended Hours – Late Pick-Up Fee**

The Extended Hours program closes at 5:30 p.m. All families and students must have exited the school property by 5:30 p.m. A \$30 late fee will be charged for late pick-up from the Extended Hours program. Repeated late pick-up of three times will result in suspension from the Extended Hours program.

### **Camp Discovery – Explorers**

Camp Discovery Explorers is limited to children who attended our Toddler program the preceding school year, and who are returning in September. Camp fees are based on a two-week session. Program information is available online: [www.montessori.on.ca/programs/camp-discovery/](http://www.montessori.on.ca/programs/camp-discovery/). Registration begins in March.

### **Camp Discovery Fees & Withdrawal / Refund Policy**

Camp fees include daily lunch, two snacks, a Camp Discovery T-shirt, and access to the Extended Hours Program. Camp registrations must be accompanied by a non-refundable deposit of \$200. The balance of Camp fees are due by May 1.

Written notification is required to process all withdrawal and refund requests for any one or more registered camp sessions. Refunds are not issued for camp days missed for any reason.

- Withdrawal from the Camp program may occur up to May 1, however, the deposit will not be refunded
- If withdrawal for any of the registered Camp sessions occurs after May 1, a refund will not be provided